PB82-179177

Personal Property Accounting System

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16. Abstract (Limit: 200 words)

The Personal Property Accounting System provides EPA's property accountable areas with standard methods of submitting property accounting transactions via batch or tele-typewriter terminals to a central system. It also furnishes a more efficient means of updating the master file, thus enhancing the quality and timeliness of the reporting cycle.

This document describes the system and gives a background for systems maintenance. It also provides instructions for operating the system. Management, audit and other personnel are provided reference documentation to insure compliance with Sec. 202, the Federal Property and Administrative Services Act of 1949.

17. Document Analysis a. Descriptors

b. Identifiers/Open-Ended Terms

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APRIL 4, 1979

ENVIRONMENTAL PROTECTION AGENCY

PERSONAL PROPERTY ACCOUNTING SYSTEM

PB82 179177

FOREWORD

THE PURPOSE OF THIS DOCUMENT IS TO:

1. PROVIDE A DESCRIPTION OF THE EPA PERSONAL PROPERTY SYSTEM.
2. PROVIDE A BACKGROUND FOR SYSTEMS MAINTENANCE.
3. PROVIDE INSTRUCTIONS FOR THOSE WHO WILL BE OPERATING THE SYSTEM.
4. PROVIDE MANAGEMENT, AUDIT AND OTHER PERSONNEL WITH REFERENCE DOCUMENTATION TO INSURE EPA COMPLIANCE WITH SEC. 202, THE FEDERAL PROPERTY AND ADMINISTRATIVE SERVICES ACT OF 1949.

THIS DOCUMENT IS DIVIDED INTO FOUR SECTIONS, EACH CAN BE USED AS A SEPARATE ENTITY:

SECTION I. GENERAL DESCRIPTION.

SECTION II. INPUT REQUIREMENTS AND PROCEDURES FOR PROPERTY CLERKS.

THIS SECTION WILL BE OF SPECIAL INTEREST TO THOSE WHO MUST PREPARE THE DATA INPUT FORMS AND ENTER THE DATA INTO THE SYSTEM.

SECTION III. RUN INSTRUCTIONS.

THESE ARE THE OPERATING PROCEDURES FOR USERS.

SECTION IV. DESCRIPTION OF THE COMPUTER PROGRAMS.

THIS SECTION IS USED BY SYSTEMS ANALYSTS AND/OR PROGRAMMERS FOR SYSTEMS MAINTENANCE. IT CONTAINS THE ACCESS REFERENCES TO THE EDIT, UPDATE, REPORT GENERATION AND VARIOUS OTHER PROGRAMS, E.G., COBOL SOURCE PROGRAMS.

SECTION I

GENERAL DESCRIPTION

1. SYSTEM OBJECTIVES:

THE EPA PERSONAL PROPERTY SYSTEM (PPS) ASSISTS HEADQUARTERS AND FIELD PROPERTY MANAGERS BY PREPARING TIMELY AND ACCURATE REPORTS PERTAINING TO PERSONAL PROPERTY ACCOUNTING ACTIVITIES.

THIS SYSTEM ESTABLISHES AND MAINTAINS A CENTRALIZED DATA BASE WHICH IS USED FOR THE PREPARATION OF PERIODIC REPORTS. IT PERMITS THE USE OF RANDOM QUERIES, AND PROVIDES A CENTRALIZED MEANS OF RECORD KEEPING.

2. METHODS AND PROCEDURES:

THE SYSTEM PROVIDES THE ENVIRONMENTAL PROTECTION AGENCY'S PROPERTY ACCOUNTABLE AREAS WITH STANDARD METHODS OF SUBMITTING PROPERTY ACCOUNTING TRANSACTIONS VIA BATCH OR TELE-TYPEWRITER TERMINALS TO A CENTRAL SYSTEM. IT ALSO FURNISHES A MORE EFFICIENT MEANS OF UPDATING THE MASTER FILE, THUS ENCHANCING THE QUALITY AND TIMELINESS OF THE OF THE REPORTING CYCLE. UPDATING OF THE SYSTEM IS DONE MONTHLY DURING THE EVENING OF THE THIRD WEDNESDAY. IN THE EVENT OF A WEDNESDAY HOLIDAY, THE UPDATE IS EXECUTED DURING THE EVENING OF THE NEXT WORKING DAY.

3. SYSTEMS DESCRIPTION:

THE PERSONAL PROPERTY SYSTEM (PPS) MAINTAINS THE RECORDS OF EPA PERSONAL PROPERTY VALUED AT $500 OR MORE. 'PERSONAL APPEAL' ITEMS VALUED AT LESS THAN $500 MAY ALSO BE RECORDED IN THE SYSTEM TO PROTECT THE INTEREST OF THE GOVERNMENT. IN ADDITION, RECORDS ARE MAINTAINED FOR ALL PERSONAL PROPERTY LEASED/RENTED BY EPA.

WHILE THE PPS MAINTAINS A SINGLE MASTER FILE, TRANSACTIONS ARE ACCEPTED FROM INPUT TERMINALS LOCATED IN THE 10 EPA REGIONS; NVEL, ANN ARBOR; ERL, CORVALLIS; EMSL, LAS VEGAS; ERL, ADA; O.A., CINCINNATI; O.A., RTP; NEIC, DENVER AND EPA HEADQUARTERS, WASHINGTON. ALL STATIONS HAVE THE CAPABILITY TO EXECUTE PROGRAMS INDEPENDENTLY OF EACH OTHER AND SIMULTANEOUSLY, IF REQUIRED. EPA HEADQUARTERS HAVING SOLE ACCESS TO CHANGE THE MASTER FILE.

WHEN THE UPDATE (FILE MAINTENANCE) PROGRAM IS EXECUTED, THE DATA SETS OF EACH INPUT STATION ARE READ AND COMBINED INTO A SINGLE TEMPORARY FILE. THESE TRANSACTIONS ARE EDITED, BOTH AS SINGLE DATA ELEMENT TRANSACTIONS AND AS A GROUP OF TRANSACTIONS AFFECTING THE MASTER RECORD. PRIOR TO EDITING, THE TRANSACTIONS ARE SORTED BY DECAL NUMBER, TRANSACTION CODE, DATA ELEMENT AND LINE NUMBER. FOR A GIVEN FILE RECORD, THE TRANSACTIONS ARE SEQUENCED SO THAT THE UPDATING PROCEDURE WOULD BE TO CREATE, MODIFY OR DELETE A RECORD.

TRANSACTION RECORDS WHICH PASS THE EDIT PROGRAM DURING THE UPDATE PROGRAM USE THE OUTPUT TO UPDATE THE MASTER FILE. TRANSACTIONS WHICH FAIL THE EDIT PROGRAM ARE LISTED IN AN EDIT ERROR REPORT WITH APPROPRIATE MESSAGES FOR ANY DATA ELEMENT REJECTED. THE ERROR REPORT ALSO CONTAINS THE PERSONAL PROPERTY ACCOUNTABLE AREA TO IDENTIFY THE

INPUTTING ACTIVITY AND A LINE NUMBER WHICH IS USED AS A CROSS REFERENCE TO THE ORIGINAL INPUT FILE.

IN ADDITION TO EXECUTING THE EDIT PROGRAM, THE UPDATE PROGRAM ALSO READS THE 'OLD' MASTER FILE, A LIFE EXPECTANCY TABLE AND A COMBINED FILE FOR PRODUCING TRANSACTION REPORTS AND VOUCHER REGISTERS FOR EACH PERSONAL PROPERTY ACCOUNTABLE AREA. IT ALSO UPDATES THE FISCAL ACCOUNTING SUMMARY BALANCE REPORT.

IMMEDIATELY AFTER THE UPDATE PROCEDURES DESCRIBED IN THE PRECEDING PARAGRAPHS ARE COMPLETED, THE ADD, CHANGE, AND DELETION TRANSACTIONS PERTAINING TO ADP EQUIPMENT ARE PROCESSED BY THE ADP MIS UPDATE PROGRAM. THIS PROGRAM POSTS THE UPDATES TO THE ADP MIS MASTER FILE AND SPAWNS THE APPROPRIATE TRANSACTIONS FOR TRANSMISSION TO THE GENERAL SERVICES ADMINISTRATION.

UPON SUCCESSFUL COMPLETION OF THE UPDATE PROGRAM, A 'SPLIT' FILE IS EXECUTED WHICH DIVIDES THE MASTER FILE INTO FIVE SUB-FILES. EACH OF THESE SUB-FILES CONTAINS ALL RECORDED DATA PERTAINING TO SPECIFIC PERSONAL PROPERTY ACCOUNTABLE AREAS AND LEASED PROPERTY, AS FOLLOWS:

PPSHQ*PPS-MASTER. = AA01 AA30 AA32

PPSC*PPS-MASTER. = AA05 AA31

PPSR*PPS-MASTER. = AA06

PPSS*PPS-MASTER. = AA02 AA04 AA07 AA08 AA09 AND AA11 THRU AA28

PPSHQ*PPS-LEASED. = ALL EPA LEASED PROPERTY.

CONCURRENTLY WITH THE 'SPLIT' PROGRAM A SUMMARY PROGRAM IS EXECUTED, READING THE MASTER FILE (PPSH*PPS-MASTER.), WHICH PRODUCES A LISTING BY SUB-TOTALS OF EACH CUSTODIAL AREA AND ACCOUNTABLE AREA PLUS THE AGENCY GRAND TOTALS BY NUMBER OF ITEMS AND DOLLAR AMOUNTS.

ALSO CONCURRENTLY, A PROGRAM IS EXECUTED WHICH PRODUCES A FILE, LISTING IN NOMENCLATURE SEQUENCE, ALL EXCESS AND SURPLUS PROPERTY WITHIN THE AGENCY.

INPUT STATIONS MAY EDIT THEIR INPUT DATA AT ANY TIME BY EXECUTING THE PROGRAMS DESCRIBED IN SECTION III, PARAGRAPHS 1.1.1.8 AND C.

SECTION II

INPUT PROCEDURES AND REQUIREMENTS

DATA INPUT PROCEDURES AND REQUIREMENTS ARE DIVIDED INTO THREE PARTS:

A. CODING FROM THE ORIGINAL DOCUMENTS.

B. KEYBOARDING INPUT TRANSACTIONS.

C. RESUBMISSION OF EDITED DATA FOUND TO BE IN ERROR.

4. ALTHOUGH CODING FROM THE ORIGINAL DOCUMENTS AND KEYBOARDING INPUT TRANSACTIONS ARE LISTED ABOVE AS SEPARATE STEPS, THE FUNCTIONS ARE SO CLOSELY RELATED THAT INSTRUCTIONS FOR BOTH ARE COMBINED IN THIS PARAGRAPH PLUS 2, 3 AND 4, BELOW. INPUT DATA IS CAPTURED FROM DOCUMENTS SUCH AS RECEIVING REPORTS (SF 147), FEDSTRIP (GSA FORM 1348-1), TRANSFER ORDERS (SF 122) AND ADJUSTMENT VOUCHERS (EPA FORM 1770-8) AND ENTERED INTO THE PERSONAL PROPERTY SYSTEM. THE PERSONAL PROPERTY SYSTEM INPUT DATA FORM (EPA FORM 1748-9) IS USED FOR THE PURPOSE OF ENTERING GOVERNMENT-OWNED PERSONAL PROPERTY INTO THE SYSTEM, UTILIZING THE DATA ELEMENTS DESCRIBED BELOW: (DATA ELEMENTS ANNOTATED BELOW BY AN "*" MAY BE OVER-WRITTEN (DELETED) BY INPUTTING THAT CHARACTER)

GOVERNMENT-OWNED PERSONAL PROPERTY

1.1 DATA ELEMENT NO. 88 TRANSACTION CODE/DECAL NUMBER

1.1.A TRANSACTION CODE

ENTER THE TWO DIGIT TRANSACTION CODE FROM THE TABLE BELOW TO INDICATE ONE OF THE FOLLOWING: (DO NOT ENTER HYPHENS BETWEEN THIS ENTRY AND DECAL NUMBER)

A. A DEBIT OR CREDIT POSTING TO THE ACCOUNTABLE PROPERTY RECORD INDICATING THE TYPE OF RECEIPT, ADJUSTMENT, OR DISPOSAL TRANSACTION.

B. A NONACCOUNTABLE POSTING RESULTING FROM PURIFICATION OF THE ACCOUNTABLE PROPERTY RECORD.

C. A COMBINATION DEBIT/CREDIT POSTING TO THE ACCOUNTABLE PROPERTY RECORD.

D E B I T S (GAINS)	C R E D I T S (LOSSES)
10. EXCESS FROM OTHER FEDERAL AGENCIES	30. TRANSFER TO OTHER FEDERAL AGENCIES
11. EXCESS FROM EPA CONTRACTS/GRANTS	31. DISPOSAL OF SURPLUS
12. GSA FEDSTRIP	32. DISPOSAL - TRADE-IN OR EXCHANGE/SALE

13. FEDERAL SUPPLY SCHEDULE

14. MANDATORY SOURCE

15. EPA CONTRACTS

16. OPEN MARKET PURCHASE

17. PHYSICAL INVENTORY GAIN

18. INCREASE IN ACQUISITION COST

33. REPORT OF SURVEY - LOST,DAMAGED OR STOLEN

34. INVENTORY ADJUSTMENT - ABANDONED OR DESTROYED

35. INVENTORY ADJUSTMENT - CANNIBALIZED

36. REPORT OF SURVEY - PHYSICAL INVENTORY LOSS

37. DECREASE IN ACQUISITION COST

38. MISCELLANEOUS DELETE

(NON ACCOUNTABLE)

51. CHANGE TO MASTER RECORD

(DEBIT AND CREDIT)

68. TRANSFER BETWEEN IN-HOUSE ACCOUNTABLE AREAS

78. TRANSFER BETWEEN IN-HOUSE AND CONTRACT ACCOUNTABLE AREAS

1.1.8 DECAL NUMBER

ENTER THE SIX DIGIT EPA DECAL NUMBER ASSIGNED TO PROVIDE SPECIFIC IDENTIFICATION OF AN ITEM OF ACCOUNTABLE PROPERTY RECORDED IN THE MASTER RECORD. CUSTODIAL OFFICERS OR OTHER RESPONSIBLE OFFICIALS WILL AFFIX DECALS TO ALL ITEMS OF ACCOUNTABLE PROPERTY IMMEDIATELY FOLLOWING ACQUISITION. IF A DECAL BECOMES LOST OR MUTILATED AFTER ASSIGNMENT TO AN ITEM OF PERSONAL PROPERTY, REASSIGN THE SAME NUMBER USING A BLANK DECAL AVAILABLE FROM EPA HEADQUARTERS.

1.2 * DATA ELEMENT NO. 83 * DECAL NUMBER--MAJOR ITEM

ENTER THE DECAL NUMBER ASSIGNED TO PRINCIPAL ITEM OF EQUIPMENT WHEN IT IS DESIRABLE TO CROSS REFERENCE SEPARATELY DECALLED COMPONENTS OR ACCESSORY ITEMS WITH THE MAJOR ITEM OF EQUIPMENT WITH WHICH IT WAS ACQUIRED AND WHICH IT SUPPORTS FUNCTIONALLY. TEMPERATURE INDICATORS AND CONTROL EQUIPMENT, DIGITAL READOUTS, PHOTOMULTIPLIERS, AND STRIP CHART RECORDERS ARE EXAMPLES OF COMPONENT AND ACCESSORY ITEMS THAT MIGHT BE CROSS REFERENCED TO THE DECAL NUMBER OF THE PRINCIPLE OR MAJOR ITEM OF EQUIPMENT.

1.3 DATA ELEMENT NO. 84 ACCOUNTABLE AREA

ENTER THE TWO DIGIT CODE ASSIGNED TO YOUR ACCOUNTABLE AREA FROM THE TABLE BELOW:

CODE	LOCATION	CODE	LOCATION
01	WASHINGTON HEADQUARTERS	14	REGION IV, ATLANTA
02	ERL, ADA	15	REGION V, CHICAGO
04	NVEL, ANN ARBOR	16	REGION VI, DALLAS

05	O.A., CINCINNATI	17	REGION VII, KANSAS CITY
06	O.A., RTP, N.C.	18	REGION VIII, DENVER
07	ERL, CORVALLIS	19	REGION IX, SAN FRANCISCO
08	NEIC, DENVER	20	REGION X, SEATTLE
09	EMSL, LAS VEGAS	30	CONTRACT PROPERTY - RTP, N.C.
11	REGION I, BOSTON	31	CONTRACT PROPERTY - CINCINNATI
12	REGION II, NEW YORK	32	CONTRACT PROPERTY - WASHINGTON
13	REGION III, PHILADELPHIA		

1.4 DATA ELEMENT NO. 05 CUSTODIAL AREA

ACCOUNTABLE OFFICERS WILL DETERMINE THE THREE DIGITS USED TO IDENTIFY CUSTODIAL AREA CODES. ENTER THE CODE ASSIGNED TO THE CUSTODIAL AREA WHERE THE ITEM OF EQUIPMENT IS LOCATED OR ASSIGNED. ENTRIES WILL BE LEFT JUSTIFIED, E.G., CUSTODIAL AREA 12 WOULD BE ENTERED AS 012.

1.5 DATA ELEMENT NO. 07 VOUCHER NUMBER

SEVEN SPACES ARE AVAILABLE TO ENTER THE VOUCHER NUMBER ASSIGNED TO THE SOURCE DOCUMENT FOR CONTROL PURPOSES. VOUCHER NUMBERS ARE UNIQUE WITHIN EACH FISCAL YEAR AND THE SERIAL NUMBER PORTION BEGINS WITH 0001 ON OCTOBER 1 AND CONTINUES SEQUENTIALLY THROUGHOUT SEPTEMBER 30 OF THE FOLLOWING YEAR. VOUCHER NUMBERS CONTAIN 7 DIGITS AND ARE RECORDED AS FOLLOWS: LEFT JUSTIFY AND ENTER THE LAST DIGIT OF THE FISCAL YEAR, YOUR ACCOUNTABLE AREA CODE AND YOUR 4 DIGIT CONTROL NUMBER. FOR EXAMPLE: 8 0 9 0 1 7 5 INDICATES FISCAL YEAR 1978, EMSL, LAS VEGAS ACCOUNTABLE AREA CODE 09, AND THE 175TH VOUCHER NUMBER ASSIGNED TO DATE. (DO NOT ENTER HYPHENS)

1.6 DATA ELEMENT NO. 08 DOCUMENT IDENTIFICATION NUMBER

TEN SPACES HAVE BEEN ALLOWED FOR RECORDING THE DOCUMENT IDENTIFICATION NUMBERS OF SOURCE DOCUMENTS. A TWO LETTER PREFIX MAY BE ENTERED IN THE FIRST TWO SPACES AND CONTROL NUMBERS ASSIGNED BY THE ORIGINATOR OF THE DOCUMENT ENTERED IN THE REMAINING SPACES, AS REQUIRED. PREFIXES FOR SOURCE DOCUMENTS SHOULD BE AS FOLLOWS:

PO - PURCHASE ORDER	TR - TRANSFER DOCUMENT
AJ - ADJUSTMENT VOUCHER	RS - REPORT OF SURVEY
BL - BILL OF LADING	XD - EXCESS DOCUMENT
FS - FEDSTRIP	

1.7 DATA ELEMENT NO. 09 ACQUISITION DATE

FOUR SPACES ARE AVAILABLE TO ENTER THE CALENDAR MONTH AND YEAR THAT THE ITEM WAS ORIGINALLY ACQUIRED BY THE GOVERNMENT. IF ACQUISITION DATE IS

UNKNOWN, ESTIMATE IT. INDICATE MONTH IN THE FIRST TWO SPACES AND THE CALENDAR YEAR IN THE NEXT TWO SPACES. ALL SPACES MUST BE FILLED; E.G., 0 1 7 8 INDICATES JANUARY 1978. ENTRY OF THIS DATA AUTOMATICALLY INSTRUCTS THE COMPUTER TO CALCULATE THE ANTICIPATED FISCAL YEAR IN WHICH THE ITEM COULD BE EXPECTED TO BE REPLACED IF SUBJECTED TO NORMAL USE.

1.8 DATA ELEMENT NO. 18 ACQUISITION COST

SEVEN SPACES ARE AVAILABLE TO ENTER THE ORIGINAL COST ROUNDED TO THE NEAREST DOLLAR. LEFT JUSTIFY AND USE ONLY THE ACTUAL NUMBER OF SPACES REQUIRED.

1.9 * DATA ELEMENT NO. 12 * MANUFACTURER'S SERIAL NUMBER

ELEVEN SPACES ARE AVAILABLE TO ENTER THE SERIAL NUMBER ASSIGNED BY MANUFACTURER. LEFT JUSTIFY AND USE ONLY THE NUMBER OF SPACES REQUIRED.

1.10 DATA ELEMENT NO. 13 TRANSFER VOUCHER NUMBER

THE ADDITION OF THE TRANSFER VOUCHER NUMBER TO THE INPUT DATA FORM PROVIDES AN AUDIT TRIAL TO A PROPERTY TRANSFER BETWEEN ACCOUNTABLE AREAS AND RESULTS IN THE AUTOMATIC TRANSFER OF THE PROPERTY RECORD FROM THE LOSING TO THE GAINING ACCOUNTABLE AREA. THE FOLLOWING PROCEDURE IS REQUIRED:

A. TRANSFERRING ACCOUNTABLE OFFICER:

1. PREPARES A TRANSFER DOCUMENT, EPA FORM 1778-17, AND LISTS ITEMS BEING TRANSFERRED BY DECAL NUMBERS. IF LARGE QUANTITIES OF ITEMS ARE TO BE TRANSFERRED, A COMPUTER LISTNG MAY BE MADE AND THE EPA FORM 1778-17 USED AS A 'COVERING' DOCUMENT.

2. PREPARES A SEPARATE INPUT DATA FORM (1748-9) FOR EACH ITEM LISTED ON THE TRANSFER DOCUMENT AND ENTERS TRANSACTION CODE 68 OR 78 AND THE DECAL NUMBER IN DATA ELEMENT NO. 20. TRANSFEROR DOES NOT ASSIGN A VOUCHER NUMBER IN DATA ELEMENT NO. 07 TO THE TRANSACTION AT THIS TIME.

3. ATTACHES COPIES OF EPA FORM 1748-9 TO TRANSFER DOCUMENT AND FORWARDS THE ORIGINAL AND TWO COPIES WITH THE SHIPMENT. RETAINS ONE COPY OF TRANSFER DOCUMENT FOR HIS SUSPENSE FILE.

B. RECEIVING ACCOUNTABLE OFFICER:

1. ASSIGNS A VOUCHER NUMBER TO THE TRANSACTION, ANNOTATES THE VOUCHER NUMBER ON ALL COPIES OF THE TRANSFER DOCUMENT, AND COMPLETES COLUMNAR ENTRIES IN VOUCHER REGISTER (EPA FORM 1778-7) PERTAINING TO ITEMS RECEIVED BY TRANSFER.

2. ON ALL COPIES OF THE INPUT DATA FORM 1748-9 FURNISHED, HE ENTERS HIS ACCOUNTABLE AREA CODE IN DATA ELEMENT NO. 04, CUSTODIAL AREA CODE IN DATA ELEMENT NO. 05, AND THE VOUCHER NUMBER IN DATA ELEMENT NO. 13.

3. EXECUTES THE RECEIPT PORTION OF THE TRANSFER DOCUMENT (EPA FORM 1778-17) AND RETURNS THE ORIGINAL WITH ALL COPIES OF EPA FORM 1748-9 TO TRANSFEROR.

4. FILES ONE COPY OF THE TRANSFER DOCUMENT IN HIS VOUCHER FILE AND FORWARDS THE OTHER COPY TO CUSTODIAL OFFICER ASSIGNED RESPONSIBILITY FOR ITEMS.

C. UPON RECEIPT OF THE TRANSFER DOCUMENT FROM THE RECEIVING ACCOUNTABLE OFFICER, THE TRANSFERRING ACCOUNTABLE OFFICER:

1. ASSIGNS A VOUCHER NUMBER FROM HIS VOUCHER REGISTER (EPA FORM 1770-7) TO RECEIPTED COPY OF TRANSFER DOCUMENT RETURNED BY TRANSFEREE, COMPLETES COLUMNAR ENTRIES IN VOUCHER REGISTER PERTAINING TO TRANSFER, FILES ORIGINAL TRANSFER DOCUMENT IN VOUCHER FILES, AND REMOVES COPY OF TRANSFER DOCUMENT FROM SUSPENSE FILE AND DESTROYS.

2. ENTERS VOUCHER NUMBER ASSIGNED TO TRANSFER IN DATA ELEMENT NO. 87 ON ALL COPIES OF RETURNED EPA FORM 1748-9.

3. PROCESSES DATA REFLECTED ON INPUT CODING FORMS VIA ADP TERMINAL FACILITIES TO THE COMPUTER TO EFFECT A DROP OF ITEMS TRANFERRED TO ANOTHER ACCOUNTABLE AREA, THE SIMULTANEOUS PICK-UP OF THESE ITEMS IN THE ACCOUNTABLE RECORD OF TRANSFEREE AND AN UPDATE OF THE MASTER PROPERTY RECORD.

ATTENTION:

RECEIVING ACCOUNTABLE OFFICERS WILL NOT REFUSE ACCEPTANCE OF ITEMS TRANSFERRED AT THEIR REQUEST FROM ANOTHER ACCOUNTABLE AREA, IF ANY ITEM RECEIVED BY TRANSFER FROM ANOTHER ACCOUNTABLE AREA DOES NOT MEET HIS REQUIREMENTS, HE WILL TAKE APPROPRIATE CORRECTIVE ACTION ONLY AFTER THE ITEM HAS BEEN TRANSFERRED TO HIS ACCOUNTABLE AREA AND SO REFLECTED IN THE PROPERTY RECORDS.

1.11 DATA ELEMENT NO. 14 ACCOUNT NUMBER

THIS DATA ELEMENT IS REQUIRED TO BE FILLED IN ONLY WHEN FUNDS ARE ACTUALLY EXPENDED FOR THE ACQUISITION OF PROPERTY. APPLICABLE TRANSACTION CODES FOR THIS DATA ELEMENT ARE 12 THRU 16 (SEE PARAGRAPH 4.F, BELOW). ENTER THE PRE-DETERMINED NUMBER ASSIGNED BY THE EPA FINANCIAL DIVISION FOR COST ACCOUNTING PURPOSES. THIS DATA ELEMENT PERMITS THE ACCUMULATION OF COST DATA BY PROJECT AND PROVIDES ONE MEANS FOR EVALUATION OF PROJECT PERFORMANCE AND COSTS. IT ALSO SERVES AS ONE MEANS OF PROVIDING AN AUDIT 'TRAIL' FOR USE IN RECONCILING FISCAL ACCOUNTS WITH PROPERTY ACCOUNTS. TEN SPACES ARE AVAILABLE. LEFT JUSTIFY.

1.12 * DATA ELEMENT NO. 15 * ITEM STATUS

THIS DATA ELEMENT IS USED TO IDENTIFY EXCESS, SURPLUS AND ITEMS SET ASIDE FOR USE ON A PENDING REVOCABLE LICENSE AGREEMENT (REF: EPPMR 115-27.6001 (C) (4)). ENTER CODE 'E' WHEN PROPERTY IS EXCESS TO THE ACCOUNTABLE AREA. THE ENTRY OF 'E' IN THIS DATA ELEMENT NO. 15 AND CONDITION CODE IN DATA ELEMENT NO. 16 WILL CREATE A LISTING OF ITEMS AVAILABLE FOR RE-DISTRIBUTION WITHIN THE AGENCY OR FOR OTHER DISPOSITION. ENTER CODE 'S' TO INDICATE PROPERTY THAT IS SURPLUS TO THE FEDERAL GOVERNMENT. ENTER CODE 'Y' TO INDICATE PROPERTY THAT IS BEING SET ASIDE FOR USE ON A REVOCABLE LICENSE AGREEMENT. THE 'Y' ENTRY SHOULD BE REFLECTED IN THE RECORDS FOR ONE MONTH ONLY TO SATISFY THE REQUIREMENTS OF CITED EPPMR. A 15 DAY SCREENING PERIOD FROM THE DATE OF THE UPDATE IS REQUIRED. DELETION FROM THE EXCESS LISTING MAY BE ACCOMPLISHED BY ENTERING AN "*" INTO THIS DATA ELEMENT AFTER ONE UPDATE.

1.13 * DATA ELEMENT NO. 16 * CONDITION CODE

USE THE TWO SPACE ALPHA/NUMERIC STANDARD CODES PRESCRIBED IN FPMR 101-43.4902-1 TO REPORT THE CONDITION OF EXCESS AND SURPLUS PROPERTY IDENTIFIED IN DATA ELEMENT NO. 15, ITEM STATUS, ABOVE.

1.14 * DATA ELEMENT NO. 17 * CATEGORY

THIS DATA ELEMENT IS USED TO IDENTIFY SPECIFIC ITEMS FOR SPECIAL PURPOSES. EQUIPMENT LOANED VIA REVOCABLE LICENSE AGREEMENT MUST BE CODED 'L' (FPMR 115-27.6001). 'POOLED' EQUIPMENT MUST BE CODED 'P' (FPMR 115-26.109-2). WORD PROCESSING EQUIPMENT MUST BE CODED 'A', 'B', 'C', 'D', 'E', OR 'F' IN ACCORDANCE WITH FPMR 101-11.902 AND 903.

1.15 * DATA ELEMENT NO. 18 * TYPE

THIS DATA ELEMENT IS APPLICABLE TO CONTRACTOR PROPERTY ONLY. IF GOVERNMENT-FURNISHED PROPERTY, ENTER CODE '1'. IF CONTRACTOR-ACQUIRED PROPERTY, ENTER CODE '2'.

1.16 * DATA ELEMENT NO. 19 * CONTRACT NUMBER

THIS DATA ELEMENT IS APPLICABLE TO CONTRACT PROPERTY ONLY. ENTER THE CONTRACT NUMBER ASSIGNED BY THE CONTRACTING OFFICER TO THE SOURCE DOCUMENT FOR CONTROL PURPOSES. LEFT JUSTIFY AND USE ONLY THE NUMBER OF SPACES REQUIRED. DO NOT ENTER HYPHENS. NINETEEN SPACES ARE AVAILABLE.

1.17 * DATA ELEMENT NO. 31 * USAGE

THIS DATA ELEMENT IS A 2 CHARACTER NUMERIC/ALPHA CODE APPLICABLE TO LABORATORY AND RESEARCH EQUIPMENT ONLY AND IS USED IN CONJUNCTION WITH THE INSPECTION TOURS PRESCRIBED BY FPMR 101-25-109.1 TO IDENTIFY IDLE AND UNNEEDED LABORATORY AND RESEARCH EQUIPMENT. THE FIRST CHARACTER IS NUMERIC, THE SECOND IS ALPHABETIZED AS INDICATED IN THE DEFINITIONS BELOW, E.G., CODE 7B WOULD INDICATE THAT "THE ITEM HAS BEEN USED ONLY ONE TIME, HOWEVER IT IS DEDICATED EQUIPMENT THAT IS MODIFIED TO PERFORM ONE OR MORE SPECIFIC TASKS OR FUNCTIONS. IN SOME INSTANCES, THE MODIFICATIONS ARE QUITE EXTENSIVE. EQUIPMENT SHOULD BE CLASSIFIED AS UNSHAREABLE AS LONG AS THESE SPECIFIC TASKS ARE BEING PERFORMED. THE EQUIPMENT MAY BE LEFT IDLE FOR BOTH SHORT OR LONG TIME PERIODS. THE EXTENSIVE MODIFICATIONS, HOWEVER, RENDER THE TIME UNSHAREABLE". IT IS NOT MANDATORY THAT THE SECOND CHARACTER (ALPHA) OF THIS DATA ELEMENT BE USED, HOWEVER THESE ADDED EXPLANATORY REMARKS ARE PROVIDED SO AS TO ASSIST MANAGERIAL PERSONNEL, IF DESIRED.

NUMERIC DEFINITIONS

1 = USED 2 OR MORE TIMES A WEEK

2 = USED ONLY ONCE PER WEEK

3 = USED LESS THAN ONCE PER WEEK BUT AT LEAST TWO OR MORE TIMES A MONTH

4 = USED ONLY ONCE PER MONTH

5 = USED LESS THAN ONCE PER MONTH BUT AT LEAST ONCE EVERY 6 MONTHS

6 = USED LESS THAN ONCE EVERY 6 MONTHS

7 = HAS BEEN USED ONE TIME ONLY

8 = HAS NEVER BEEN USED

ALPA DEFINITIONS

A = EQUIPMENT THAT IS USED CONTINOUSLY FOR SEVERAL WEEKS THEN IS LEFT PRACTICALLY IDLE FOR SHORT OR LONG TIME PERIODS, E.G., CHANGED MISSION; WHILE DATA FROM PROJECT IS BEING ANALYZED; PAPER WRITTEN; STATE-OF-THE-ART UPDATED; BIG TICKET ITEMS (GREATER THAN $25K); SEASONAL USE (ELY, MINNESOTA, TERTIARY TREATMENT PROCESS-ANALYZE AGAIN AFTER THE SPRING THAW); OR WHEN DOWN TIME OF EQUIPMENT IS A RESULT OF DELAYED SUPPORT SERVICES.

B = DEDICATED EQUIPMENT OR EQUIPMENT THAT IS MODIFIED TO PERFORM ONE OR MORE SPECIFIC TASKS OR FUNCTIONS. IN SOME INSTANCES THESE MODIFICATIONS ARE QUITE EXTENSIVE. THIS EQUIPMENT SHOULD BE CLASSIFIED AS UNSHAREABLE AS LONG AS THESE SPECIFIC TASKS ARE BEING PERFORMED. THIS EQUIPMENT MAY BE LEFT IDLE FOR BOTH SHORT OR LONG TIME PERIODS. THE EXTENSIVE MODIFICATIONS, HOWEVER, RENDER THE TIME UNSHAREABLE.

C = HEAVY OR DELICATE EQUIPMENT WHICH CANNOT BE EASILY MOVED. THIS EQUIPMENT CAN BE SHARED ONLY IF EXPERIMENTS CAN BE PERFORMED IN THE LABORATORY WHERE THESE INSTRUMENTS ARE LOCATED.

D = SOPHISTICATED INSTRUMENTATION REQUIRING HIGHLY-TRAINED SKILLED OPERATORS.

E = OLD OR OUTDATED EQUIPMENT THAT HAS BEEN REPLACED BY IMPROVED INSTRUMENTATION BUT IS STORED FOR POSSIBLE FUTURE USE SUCH AS HISTORICAL INSTRUMENT COMPARABILITY STUDIES.

F = POTENTIALLY SHAREABLE EQUIPMENT, E.G., VACUUM PUMPS; HUGE GLASSWARE; PORTABLE INSTRUMENTS.

G = BACKUP UNITS FOR ON-LINE EQUIPMENT TO MINIMIZE DOWN-TIME OF A MAJOR SYSTEM; BACKUP EQUIPMENT FOR EQUIPMENT WITH A HIGH-USE FACTOR IN CASES OF HIGH PRIORITY STUDIES. EQUIPMENT FAILURE WOULD CAUSE MAJOR PROBLEMS IN ACHIEVING COMPLETION OF WORK PLANS.

H = SPECIAL EQUIPMENT USED TO CALIBRATE OR USED AS A PRIMARY DEVELOPMENTAL INSTRUMENT TO IDENTIFY SPECIFIC CHARACTERISTICS OF SYSTEMS OF INTEREST. THIS TYPE OF EQUIPMENT DEMANDS PRECISE OPERATING CONDITIONS WHICH REQUIRES SIGNIFICANT AMOUNT OF TIME FOR ADJUSTMENT AND MAINTENANCE. USE IS LOW--NEED IS HIGH.

I = SPECIAL JUSTIFICATION HAS BEEN PROVIDED LABORATORY DIRECTOR BY MEMO ON NEED FOR EQUIPMENT. APPROVED COPY AVAILABLE ON REQUEST.

J = PROTOTYPE EQUIPMENT DESIGNED FOR ONE SPECIFIC TASK MAY BE LEFT IDLE FOR LONG TIME PERIODS, BUT MOST PROBABLY NOT USABLE BY OTHER PROGRAMS.

K = EQUIPMENT WHICH IS BEING HELD FOR PRIORITY USE IN FIELD STUDIES, BUT CAN BE USED IN THE INTERIM.

1.18 DATA ELEMENT NO. 32 NATIONAL STOCK NUMBER

ENTER THE THIRTEEN DIGIT NATIONAL STOCK NUMBER, IF ONE IS OBTAINABLE. IF NOT OBTAINABLE, FORWARD THREE COPIES OF REQUEST FOR CATALOGING ACTION (STANDARD FORM NO. 1303) TO THE EPA PROPERTY AND SUPPLY MANAGEMENT SECTION WITH TWO COPIES OF DESCRIPTIVE LITERATURE FOR IDENTIFICATION PURPOSES. WHILE AWAITING ASSIGNMENT

OF A PERMANENT STOCK NUMBER, ENTER THE ITEM WITH THE CORRECT FSC (FIRST 4 DIGITS) FOLLOWED BY NINE ZEROES. THIS ACTION IN NO WAY ELIMINATES THE REQUIREMENT FOR INSURING THAT THE VALID NATIONAL STOCK NUMBER IS ENTERED INTO THE SYSTEM. ITEMS ACQUIRED AT A COST OF LESS THAN $500 WHICH ACCOUNTABLE OFFICERS WISH TO ENTER INTO THE SYSTEM FOR CONTROL PURPOSES WILL NOT BE CATALOGED, HOWEVER THEY MUST BE ENTERED IN THE SAME MANNER AS PROVIDED FOR TEMPORARY NSN ENTRIES. CONTACT THE EPA CATALOGING UNIT, TEL: 755-2773, FOR ASSISTANCE.

1.19 * DATA ELEMENT NO. 36 * MANUFACTURER'S MODEL NUMBER

TEN SPACES ARE AVAILABLE TO ENTER THE NUMBER ASSIGNED BY THE MANUFACTURER TO IDENTIFY A PARTICULAR PRODUCTION SERIES OF AN ITEM. LEFT JUSTIFY.

1.20 DATA ELEMENT NO. 37 MANUFACTURER'S NAME

THIRTY SPACES ARE AVAILABLE TO ENTER THE NAME OF THE MANUFACTURER AS INDICATED ON THE ITEM. IF NOT SO INDICATED, OBTAIN FROM THE ACQUISITION DOCUMENT OR DESCRIPTIVE LITERATURE. DO NOT ENTER THE VENDOR'S NAME UNLESS IT IS THE SAME AS THE MANUFACTURER. LEFT JUSTIFY.

1.21 DATA ELEMENT NO. 41 NOMENCLATURE

ENTER THE STANDARD DESCRIPTION OF THE ITEM OBTAINED FROM THE PERSONAL PROPERTY ACCOUNTING SYSTEM PROPERTY CATALOG, OR AS ASSIGNED BY GSA OR EPA. IT SHOULD BE NOTED THAT THE NOMENCLATURE USED IN THE FEDERAL CATALOGING SYSTEM IS BRIEF. COMPLETE DESCRIPTION OF AN ITEM IS CONTAINED IN THE FEDERAL ITEM LOGISTICS DATA RECORD (DD FORM 146) OR MICROFICHE, WHICH WILL BE MADE AVAILABLE UPON REQUEST. FORTY FOUR SPACES ARE AVAILABLE. LEFT JUSTIFY.

1.22 * DATA ELEMENT NO. 42 * REMARKS

THIS DATA ELEMENT MAY BE USED FOR EXPANSION OF NOMENCLATURE DESCRIPTIVE DATA WHICH IS NOT PART OF THE NOMENCLATURE; TO DEFINE A SPECIFIC LOCATION OF PROPERTY; TO INDICATE NAMES OF INDIVIDUALS AND TELEPHONE NUMBERS OF PERSONS TO CONTACT WHEN REPORTING EXCESS/SURPLUS PROPERTY (SEE DEN NO. 15, ITEM STATUS, PARAGRAPH 1.12, ABOVE); PROPERTY ON LOAN OR FOR ANY OTHER PURPOSE DEEMED NECESSARY. FORTY TWO SPACES ARE AVAILABLE. LEFT JUSTIFY.

(SPECIAL EXCEPTION):

MICROGRAPHIC EQUIPMENT

IN THE CASE OF MICROGRAPHIC EQUIPMENT (E.G., MICROFILM/MICROFICHE READERS, PRINTERS, DUPLICATORS, CAMERAS, FILM PROCESSORS, ETC.), IT IS MANDATORY THAT THE FIRST EIGHT POSITIONS BE USED TO ENTER THE IDENTIFYING DATA LISTED BELOW:

ENTRY	MEANING
MICRO-AM	INCLUDES ALL ACCESSORY AND MISCELLANEOUS EQUIPMENT, SUCH AS JACKET FILLERS, VIEWER-INSERTERS, CARTRIDGE AND CASSETTE LOADERS, STACKER MODULES, FEEDERS, CARD MOUNTERS, FICHE CUTTERS, SPLICERS, ETC.
MICRO-AR	INCLUDES ALL AUTOMATIC RETRIEVAL UNITS; ALL RETRIEVAL

	AND DISPLAY DEVICES USING AUTOMATED OR SEMI-AUTOMATED RETRIEVAL, SEARCH AND DISPLAY TECHNIQUES.
MICRO-C	INCLUDES ALL ROTARY CAMERAS, PLANETARY CAMERAS, STEP-AND-REPEAT CAMERAS AND ALL CAMERA-PROCESSORS.
MICRO-D	INCLUDES ALL EQUIPMENT USED TO MAKE DUPLICATE COPIES OF A 'FINISHED' OR ALREADY DEVELOPED MICROFILM.
MICRO-I	INCLUDES ALL MICROFILM INSPECTION EQUIPMENT, INCLUDING ALL DENSITOMETERS, MICROSCOPES AND OTHER INSPECTION EQUIPMENT.
MICRO-P	INCLUDES ALL MICROFILM PROCESSORS (EXCEPT CAMERA-PROCESSORS). THIS TYPE EQUIPMENT IS USED TO DEVELOP (BUT NOT DUPLICATE) THE ORIGINAL FILM.
MICRO-R	INCLUDES ALL MICROFILM READERS AND VIEWERS.
MICRO-RP	INCLUDES ALL MICROFILM READER-PRINTERS, EXCEPT THOSE USING AUTOMATED RETRIEVAL TECHNIQUES. INCLUDED ARE ALL ROLL-TO-ROLL, CARD-TO-CARD, FICHE-TO-FICHE DUPLICATORS, PRINTER-PROCESSORS AND ENLARGER-PRINTERS USED TO DUPLICATE DIAZO, VESICULAR, OR SILVER HALIDE FILM.
MICRO-S	INCLUDES ALL MICROFILM STORAGE CABINETS.

1.23 * DATA ELEMENT NO. 62 * CURRENT MAINTENANCE CHARGES

ENTER THE TOTAL DOLLAR AMOUNT OF MAINTENANCE INCURRED SINCE THE LAST UPDATE OF THE PERSONAL PROPERTY SYSTEM, ROUNDED TO THE NEAREST DOLLAR. THIS AMOUNT WILL BE ADDED TO THE AGGREGATE DOLLAR AMOUNT STORED IN THE MASTER FILE FOR EACH ITEM. LEFT JUSTIFY AND USE ONLY THE NUMBER OF SPACES REQUIRED. SEVEN SPACES ARE AVAILABLE.

GOVERNMENT-OWNED ADPE PERSONAL PROPERTY

2. THE BASIC DATA PERTAINING TO OWNED AUTOMATIC DATA PROCESSING EQUIPMENT IS ESSENTIALLY THE SAME AS THAT OF OTHER OWNED PERSONAL PROPERTY DESCRIBED IN PARAGRAPH 1, ABOVE. THIS OFFICE, IN CONJUNCTION WITH THE EPA MANAGEMENT INFORMATION AND DATA SYSTEMS DIVISION, DEVELOPED THE ADDITIONAL DATA ELEMENTS DESCRIBED BELOW SO AS TO PROVIDE TECHNICAL DATA PERTAINING TO OWNED ADPE. BY SO DOING, THE PERSONAL PROPERTY SYSTEM IS CAPABLE OF PRODUCING THE DATA NEEDED BY PERSONAL PROPERTY MANAGEMENT PERSONNEL, WHILE, WITH WITH COOPERATION FROM ADP SUPPORT PERSONNEL, PRODUCING AGENCY REPORTS NEEDED BY EPA AND GSA MIDS PERSONNEL. OWNED ADPE PERSONAL PROPERTY SYSTEM INPUT DATA FORM (EPA FORM 1748-) IS USED FOR PROCESSING ALL DATA PERTAINING TO OWNED AUTOMATIC DATA PROCESSING EQUIPMENT INTO THE PERSONAL PROPERTY SYSTEM, UTILIZING THE DATA ELEMENTS DESCRIBED BELOW. THE DATA ELEMENTS DESIRED BY ADP-MIDS ARE THE RESPONSIBILITY OF THAT OFFICE. THEREFORE THIS PERSONAL PROPERTY SYSTEM WILL NOT REJECT THE PERSONAL PROPERTY DATA DUE TO OMISSION OF, OR INCORRECT, ADPE INPUT DATA ELEMENTS. QUESTIONS RELATIVE TO ADPE INPUT DATA SHOULD BE ADDRESSED TO MR. JIM SMITH, SDC/INTERGRATED SERVICES, TEL: 8-629-3619 OR 8-629-3655. (DATA ELEMENTS ANNOTATED BELOW BY AN "*" MAY BE OVER-WRITTEN (DELETED) BY INPUTTING THAT CHARACTER)

2.1 DATA ELEMENT NO. 88 TRANSACTION CODE/DECAL NUMBER

2.1.A TRANSACTION CODE

ENTER THE TWO DIGIT TRANSACTION CODE FROM THE TABLE BELOW TO INDICATE ONE OF THE FOLLOWING: (DO NOT ENTER HYPHENS BETWEEN THIS ENTRY AND DECAL NUMBER)

A. A DEBIT OR CREDIT POSTING TO THE ACCOUNTABLE PROPERTY RECORD INDICATING THE TYPE OF RECEIPT, ADJUSTMENT, OR DISPOSAL TRANSACTION.

B. A NONACCOUNTABLE POSTING RESULTING FROM PURIFICATION OF THE ACCOUNTABLE PROPERTY RECORD.

C. A COMBINATION DEBIT/CREDIT POSTING TO THE ACCOUNTABLE PROPERTY RECORD.

D E B I T S (GAINS)	C R E D I T S (LOSSES)
10. EXCESS FROM OTHER FEDERAL AGENCIES	30. TRANSFER TO OTHER FEDERAL AGENCIES
11. EXCESS FROM EPA CONTRACTS/GRANTS	31. DISPOSAL OF SURPLUS
12. GSA FEDSTRIP	32. DISPOSAL - TRADE-IN OR EXCHANGE/SALE
13. FEDERAL SUPPLY SCHEDULE	33. REPORT OF SURVEY - LOST,DAMAGED OR STOLEN
14. MANDATORY SOURCE	34. INVENTORY ADJUSTMENT - ABANDONED OR DESTROYED
15. EPA CONTRACTS	35. INVENTORY ADJUSTMENT - CANNIBALIZED

16. OPEN MARKET PURCHASE

17. PHYSICAL INVENTORY GAIN

18. INCREASE IN ACQUISITION COST

36. REPORT OF SURVEY - PHYSICAL INVENTORY LOSS

37. DECREASE IN ACQUISITION COST

38. MISCELLANEOUS DELETE

(NON ACCOUNTABLE)

51. CHANGE TO MASTER RECORD

(DEBIT AND CREDIT)

68. TRANSFER BETWEEN IN-HOUSE ACCOUNTABLE AREAS

78. TRANSFER BETWEEN IN-HOUSE AND CONTRACT ACCOUNTABLE AREAS

2.1.8 DECAL NUMBER

ENTER THE SIX DIGIT EPA DECAL NUMBER ASSIGNED TO PROVIDE SPECIFIC IDENTIFICATION OF AN ITEM OF ACCOUNTABLE PROPERTY RECORDED IN THE MASTER RECORD. CUSTODIAL OFFICERS OR OTHER RESPONSIBLE OFFICIALS WILL AFFIX DECALS TO ALL ITEMS OF ACCOUNTABLE PROPERTY IMMEDIATELY FOLLOWING ACQUISITION. IF A DECAL BECOMES LOST OR MUTILATED AFTER ASSIGNMENT TO AN ITEM OF PERSONAL PROPERTY, REASSIGN THE SAME NUMBER USING A BLANK DECAL AVAILABLE FROM EPA HEADQUARTERS.

2.2 * DATA ELEMENT NO. 83 * DECAL NUMBER--MAJOR ITEM

ENTER THE DECAL NUMBER ASSIGNED TO PRINCIPAL ITEM OF EQUIPMENT WHEN IT IS DESIRABLE TO CROSS REFERENCE SEPARATELY DECALLED COMPONENTS OR ACCESSORY ITEMS WITH THE MAJOR ITEM OF EQUIPMENT WITH WHICH IT WAS ACQUIRED AND WHICH IT SUPPORTS FUNCTIONALLY. TEMPERATURE INDICATORS AND CONTROL EQUIPMENT, DIGITAL READOUTS, PHOTOMULTIPLIERS, AND STRIP CHART RECORDERS ARE EXAMPLES OF COMPONENT AND ACCESSORY ITEMS THAT MIGHT BE CROSS REFERENCED TO THE DECAL NUMBER OF THE PRINCIPLE OR MAJOR ITEM OF EQUIPMENT.

2.3 DATA ELEMENT NO. 84 ACCOUNTABLE AREA

ENTER THE TWO DIGIT CODE ASSIGNED TO YOUR ACCOUNTABLE AREA FROM THE TABLE BELOW:

ACCOUNTABLE AREA CODE STRUCTURE

CODE	LOCATION	CODE	LOCATION
01	WASHINGTON HEADQUARTERS	14	REGION IV, ATLANTA
02	ERL, ADA	15	REGION V, CHICAGO
04	HVEL, ANN ARBOR	16	REGION VI, DALLAS
05	O.A., CINCINNATI	17	REGION VII, KANSAS CITY

86	O.A., RTP, N.C.	18	REGION VIII, DENVER
87	ERL, CORVALLIS	19	REGION IX, SAN FRANCISCO
88	NEIC, DENVER	20	REGION X, SEATTLE
89	EMSL, LAS VEGAS	30	CONTRACT PROPERTY - RTP, N.C.
11	REGION I, BOSTON	31	CONTRACT PROPERTY - CINCINNATI
12	REGION II, NEW YORK	32	CONTRACT PROPERTY - WASHINGTON
13	REGION III, PHILADELPHIA		

2.4 DATA ELEMENT NO. 85 CUSTODIAL AREA

ACCOUNTABLE OFFICERS WILL DETERMINE THE THREE DIGITS USED TO IDENTIFY CUSTODIAL AREA CODES. ENTER THE CODE ASSIGNED TO THE CUSTODIAL AREA WHERE THE ITEM OF EQUIPMENT IS LOCATED OR ASSIGNED. ENTRIES WILL BE LEFT JUSTIFIED, E.G., CUSTODIAL AREA 12 WOULD BE ENTERED AS 012.

2.5 DATA ELEMENT NO. 87 VOUCHER NUMBER

SEVEN SPACES ARE AVAILABLE TO ENTER THE VOUCHER NUMBER ASSIGNED TO THE SOURCE DOCUMENT FOR CONTROL PURPOSES. VOUCHER NUMBERS ARE UNIQUE WITHIN EACH FISCAL YEAR AND THE SERIAL NUMBER PORTION BEGINS WITH 0001 ON OCTOBER 1 AND CONTINUES SEQUENTIALLY THROUGHOUT SEPTEMBER 30 OF THE FOLLOWING YEAR. VOUCHER NUMBERS CONTAIN 7 DIGITS AND ARE RECORDED AS FOLLOWS: LEFT JUSTIFY AND ENTER THE LAST DIGIT OF THE FISCAL YEAR, YOUR ACCOUNTABLE AREA CODE AND YOUR 4 DIGIT CONTROL NUMBER. FOR EXAMPLE: 8 8 9 0 1 7 5 INDICATES FISCAL YEAR 1978, EMSL, LAS VEGAS ACCOUNTABLE AREA CODE 89, AND THE 175TH VOUCHER NUMBER ASSIGNED TO DATE. (DO NOT ENTER HYPHENS)

2.6 DATA ELEMENT NO. 88 DOCUMENT IDENTIFICATION NUMBER

TEN SPACES HAVE BEEN ALLOWED FOR RECORDING THE DOCUMENT IDENTIFICATION NUMBERS OF SOURCE DOCUMENTS. A TWO LETTER PREFIX MAY BE ENTERED IN THE FIRST TWO SPACES AND CONTROL NUMBERS ASSIGNED BY THE ORIGINATOR OF THE DOCUMENT ENTERED IN THE REMAINING SPACES, AS REQUIRED. PREFIXES FOR SOURCE DOCUMENTS SHOULD BE AS FOLLOWS:

PO - PURCHASE ORDER TR - TRANSFER DOCUMENT

AJ - ADJUSTMENT VOUCHER RS - REPORT OF SURVEY

BL - BILL OF LADING XD - EXCESS DOCUMENT

FS - FEDSTRIP

2.7 DATA ELEMENT NO. 89 ACQUISITION DATE

FOUR SPACES ARE AVAILABLE TO ENTER THE CALENDAR MONTH AND YEAR THAT THE ITEM WAS ORIGINALLY ACQUIRED BY THE GOVERNMENT. IF ACQUISITION DATE IS UNKNOWN, ESTIMATE IT. INDICATE MONTH IN THE FIRST TWO SPACES AND THE

CALENDAR YEAR IN THE NEXT TWO SPACES. ALL SPACES MUST BE FILLED; E.G., 8 1 7 8 INDICATES JANUARY 1978. ENTRY OF THIS DATA AUTOMATICALLY INSTRUCTS THE COMPUTER TO CALCULATE THE ANTICIPATED FISCAL YEAR IN WHICH THE ITEM COULD BE EXPECTED TO BE REPLACED IF SUBJECTED TO NORMAL USE.

2.8 DATA ELEMENT NO. 10 ACQUISITION COST

SEVEN SPACES ARE AVAILABLE TO ENTER THE ORIGINAL COST ROUNDED TO THE NEAREST DOLLAR. LEFT JUSTIFY AND USE ONLY THE ACTUAL NUMBER OF SPACES REQUIRED.

2.9 * DATA ELEMENT NO. 12 * MANUFACTURER'S SERIAL NUMBER

ELEVEN SPACES ARE AVAILABLE TO ENTER THE SERIAL NUMBER ASSIGNED BY MANUFACTURER. LEFT JUSTIFY AND USE ONLY THE NUMBER OF SPACES REQUIRED.

2.10 DATA ELEMENT NO. 13 TRANSFER VOUCHER NUMBER

THE ADDITION OF THE TRANSFER VOUCHER NUMBER TO THE INPUT DATA FORM PROVIDES AN AUDIT TRIAL TO A PROPERTY TRANSFER BETWEEN ACCOUNTABLE AREAS AND RESULTS IN THE AUTOMATIC TRANSFER OF THE PROPERTY RECORD FROM THE LOSING TO THE GAINING ACCOUNTABLE AREA. THE FOLLOWING PROCEDURE IS REQUIRED:

A. TRANSFERRING ACCOUNTABLE OFFICER:

1. PREPARES A TRANSFER DOCUMENT, EPA FORM 1778-17, AND LISTS ITEMS BEING TRANSFERRED BY DECAL NUMBERS. IF LARGE QUANTITIES OF ITEMS ARE TO BE TRANSFERRED, A COMPUTER LISTNG MAY BE MADE AND THE EPA FORM 1778-17 USED AS A 'COVERING' DOCUMENT.

2. PREPARES A SEPARATE INPUT DATA FORM (1748-9) FOR EACH ITEM LISTED ON THE TRANSFER DOCUMENT AND ENTERS TRANSACTION CODE 68 OR 78 AND THE DECAL NUMBER IN DATA ELEMENT NO. 80. TRANSFEROR DOES NOT ASSIGN A VOUCHER NUMBER IN DATA ELEMENT NO. 07 TO THE TRANSACTION AT THIS TIME.

3. ATTACHES COPIES OF EPA FORM 1748-9 TO TRANSFER DOCUMENT AND FORWARDS THE ORIGINAL AND TWO COPIES WITH THE SHIPMENT. RETAINS ONE COPY OF TRANSFER DOCUMENT FOR HIS SUSPENSE FILE.

B. RECEIVING ACCOUNTABLE OFFICER:

1. ASSIGNS A VOUCHER NUMBER TO THE TRANSACTION, ANNOTATES THE VOUCHER NUMBER ON ALL COPIES OF THE TRANSFER DOCUMENT, AND COMPLETES COLUMNAR ENTRIES IN VOUCHER REGISTER (EPA FORM 1778-7) PERTAINING TO ITEMS RECEIVED BY TRANSFER.

2. ON ALL COPIES OF THE INPUT DATA FORM 1748-9 FURNISHED, HE ENTERS HIS ACCOUNTABLE AREA CODE IN DATA ELEMENT NO. 84, CUSTODIAL AREA CODE IN DATA ELEMENT NO. 85, AND THE VOUCHER NUMBER IN DATA ELEMENT NO. 13.

3. EXECUTES THE RECEIPT PORTION OF THE TRANSFER DOCUMENT (EPA FORM 1778-17) AND RETURNS THE ORIGINAL WITH ALL COPIES OF EPA FORM 1748-9 TO TRANSFEROR.

4. FILES ONE COPY OF THE TRANSFER DOCUMENT IN HIS VOUCHER FILE AND

FORWARDS THE OTHER COPY TO CUSTODIAL OFFICER ASSIGNED RESPONSIBILITY FOR ITEMS.

C. UPON RECEIPT OF THE TRANSFER DOCUMENT FROM THE RECEIVING ACCOUNTABLE OFFICER, THE TRANSFERRING ACCOUNTABLE OFFICER:

1. ASSIGNS A VOUCHER NUMBER FROM HIS VOUCHER REGISTER (EPA FORM 1778-7) TO RECEIPTED COPY OF TRANSFER DOCUMENT RETURNED BY TRANSFEREE, COMPLETES COLUMNAR ENTRIES IN VOUCHER REGISTER PERTAINING TO TRANSFER, FILES ORIGINAL TRANSFER DOCUMENT IN VOUCHER FILES, AND REMOVES COPY OF TRANSFER DOCUMENT FROM SUSPENSE FILE AND DESTROYS.

2. ENTERS VOUCHER NUMBER ASSIGNED TO TRANSFER IN DATA ELEMENT NO. 87 ON ALL COPIES OF RETURNED EPA FORM 1748-9.

3. PROCESSES DATA REFLECTED ON INPUT CODING FORMS VIA ADP TERMINAL FACILITIES TO THE COMPUTER TO EFFECT A DROP OF ITEMS TRANFERRED TO ANOTHER ACCOUNTABLE AREA, THE SIMULTANEOUS PICK-UP OF THESE ITEMS IN THE ACCOUNTABLE RECORD OF TRANSFEREE AND AN UPDATE OF THE MASTER PROPERTY RECORD.

ATTENTION:

RECEIVING ACCOUNTABLE OFFICERS WILL NOT REFUSE ACCEPTANCE OF ITEMS TRANSFERRED AT THEIR REQUEST FROM ANOTHER ACCOUNTABLE AREA. IF ANY ITEM RECEIVED BY TRANSFER FROM ANOTHER ACCOUNTABLE AREA DOES NOT MEET HIS REQUIREMENTS, HE WILL TAKE APPROPRIATE CORRECTIVE ACTION ONLY AFTER THE ITEM HAS BEEN TRANSFERRED TO HIS ACCOUNTABLE AREA AND SO REFLECTED IN THE PROPERTY RECORDS.

2.11 DATA ELEMENT NO. 14 ACCOUNT NUMBER

THIS DATA ELEMENT IS REQUIRED TO BE FILLED IN ONLY WHEN FUNDS ARE ACTUALLY EXPENDED FOR THE ACQUISITION OF PROPERTY. APPLICABLE TRANSACTION CODES FOR THIS DATA ELEMENT ARE 12 THRU 16 (SEE PARAGRAPH 4.F, BELOW). ENTER THE PRE-DETERMINED NUMBER ASSIGNED BY THE EPA FINANCIAL DIVISION FOR COST ACCOUNTING PURPOSES. THIS DATA ELEMENT PERMITS THE ACCUMULATION OF COST DATA BY PROJECT AND PROVIDES ONE MEANS FOR EVALUATION OF PROJECT PERFORMANCE AND COSTS. IT ALSO SERVES AS ONE MEANS OF PROVIDING AN AUDIT 'TRAIL' FOR USE IN RECONCILING FISCAL ACCOUNTS WITH PROPERTY ACCOUNTS. TEN SPACES ARE AVAILABLE. LEFT JUSTIFY.

2.12 • DATA ELEMENT NO. 15 • ITEM STATUS

THIS DATA ELEMENT IS USED TO IDENTIFY EXCESS, SURPLUS AND ITEMS SET ASIDE FOR USE ON A PENDING REVOCABLE LICENSE AGREEMENT (REF: EPPMR 115-27,6901 (C) (4)). ENTER CODE 'E' WHEN PROPERTY IS EXCESS TO THE ACCOUNTABLE AREA. THE ENTRY OF 'E' IN THIS DATA ELEMENT NO. 15 AND CONDITION CODE IN DATA ELEMENT NO. 16 WILL CREATE A LISTING OF ITEMS AVAILABLE FOR RE-DISTRIBUTION WITHIN THE AGENCY OR FOR OTHER DISPOSITION. ENTER CODE 'S' TO INDICATE PROPERTY THAT IS SURPLUS TO THE FEDERAL GOVERNMENT. ENTER CODE 'Y' TO INDICATE PROPERTY THAT IS BEING SET ASIDE FOR USE ON A REVOCABLE LICENSE AGREEMENT. THE 'Y' ENTRY SHOULD BE REFLECTED IN THE RECORDS FOR ONE MONTH ONLY TO SATISFY THE REQUIREMENTS OF CITED EPPMR. A 15 DAY SCREENING PERIOD FROM THE DATE OF THE UPDATE IS REQUIRED. DELETION FROM THE EXCESS LISTING MAY BE ACCOMPLISHED BY ENTERING A "•" INTO THIS DATA ELEMENT AFTER ONE UPDATE.

2.13 * DATA ELEMENT NO. 16 * CONDITION CODE

USE THE TWO SPACE ALPHA/NUMERIC STANDARD CODES PRESCRIBED IN FPMR 101-43.4902-1 TO REPORT THE CONDITION OF EXCESS AND SURPLUS PROPERTY IDENTIFIED IN DATA ELEMENT NO. 15, ITEM STATUS, ABOVE.

2.14 * DATA ELEMENT NO. 17 * CATEGORY

THIS DATA ELEMENT IS USED TO IDENTIFY SPECIFIC ITEMS FOR SPECIAL PURPOSES. EQUIPMENT LOANED VIA REVOCABLE LICENSE AGREEMENT MUST BE CODED 'L' (FPMR 115-27.6001). 'POOLED' EQUIPMENT MUST BE CODED 'P' (FPMR 115-25.109-2).

2.15 * DATA ELEMENT NO. 18 * TYPE

THIS DATA ELEMENT IS APPLICABLE TO CONTRACTOR PROPERTY ONLY. IF GOVERNMENT-FURNISHED PROPERTY, ENTER CODE '1'. IF CONTRACTOR-ACQUIRED PROPERTY, ENTER CODE '2'.

2.16 * DATA ELEMENT NO. 19 * CONTRACT NUMBER

THIS DATA ELEMENT IS APPLICABLE TO CONTRACT PROPERTY ONLY. ENTER THE CONTRACT NUMBER ASSIGNED BY THE CONTRACTING OFFICER TO THE SOURCE DOCUMENT FOR CONTROL PURPOSES. LEFT JUSTIFY AND USE ONLY THE NUMBER OF SPACES REQUIRED. DO NOT ENTER HYPHENS. NINETEEN SPACES ARE AVAILABLE. LEFT JUSTIFY.

2.17 * DATA ELEMENT NO. 22 * ADPE CATEGORY

THIS DATA ELEMENT IS APPLICABLE TO AUTOMATIC DATA PROCESSING EQUIPMENT ONLY. LEFT JUSTIFY AND ENTER THE ONE OF FOLLOWING THREE CHARACTER CODES:

ADPE CATEGORY CODING STRUCTURE AND INSTRUCTIONS (SEE NOTE 1, BELOW)

CATEGORY CODE	EQUIPMENT NAME	REMARKS
001	CENTRAL PROCESSOR	CAN INCLUDE MEMORY UNITS (SEE NOTE 3, BELOW)
002	TAPE UNITS	INCLUDING CONTROLLER
003	MEMORY	MAIN OR EXTENDED (SLOW)
004	DRUM STORAGE UNITS	INCLUDING CONTROLLER
005	DISK UNITS	INCLUDING CNTROLLER
006	MISCELLANEOUS STORAGE UNITS	
007	OTHER CONTROLLERS	
026	CARD READER AND/OR PUNCH	
027	PLOTTER	
028	PRINTER	

630	DISPLAY UNIT	
631	OPERATOR CONSOLE/INQUIRY STATION	
632	CHANNEL SELECTOR/CONTROLLER	
633	MISCELLANEOUS INPUT,OUTPUT DEVICES	
653	TERMINALS	(SEE NOTE 2, BELOW)
655	ALL COMMUNICATIONS DEVICES	NOT RELATED TO 631-653, ABOVE
656	MISCELLANEOUS TERMINAL EQUIPMENT	INCLUDING HARD COPY UNITS
660	HIGH SPEED TERMINALS	(SEE NOTE 4, BELOW)
676	CARD PUNCH AND/OR VERIFIER	
678	CASETTE RECORDERS OR ENCODERS	
679	MISCELLANEOUS CARD PROCESSING DEVICES	

NOTE 1: THE LISTED CODING IS NOT COMPLETE BUT WILL SATISFY 99% OF ALL REPORTING REQUIREMENTS. ALL QUESTIONS PERTAINING TO THE USE OF THESE CODES OR TO THE SELECTION OF THE PROPER CODES SHOULD BE DIRECTED TO MR. JIM SMITH, SDC/INTERGRATED SERVICES, TEL: 629-3619 OR 629-3655.

NOTE 2: CATEGORY 653 APPLIES TO ALL DESK MOUNTED SCOPES, LOW SPEED TERMINALS, WORD PROCESSING EQUIPMENT WITH COMMUNICATION FEATURE OR DATA SET. ALSO APPLIES TO TERMINALS THAT ARE HARD-WIRED OR CABLE-CONNECTED TO A CPU.

NOTE 3: APPLIES TO ALL COMPUTER OR MINI-COMPUTER SYSTEMS, SUCH AS UNIVAC 1110, IBM 1130, DEC 11/70, OR DG 840.

NOTE 4: CATEGORY 660, HIGH SPEED TERMINALS, ARE KNOWN AS INTELLIGENT OR DUMB TERMINALS AND ATTACHED DEVICES MAY INCLUDE CARD READER, CARD PUNCH, PRINTER, DISK, TAPE, VARIOUS CONTROLLERS, PLOTTER AND INPUT CONSOLES.

2.18 * DATA ELEMENT NO. 23 * ADPE MANUFACTURER'S CODE

ENTER THE 3 CHARACTER ALPHA CODE (AS LISTED IN APPENDIX A) FOR MANUFACTURER OF THE EQUIPMENT. IF THE MANUFACTURER IS NOT LISTED, REFER TO FEDERAL MANAGEMENT CIRCULAR 74-2, PARA 3.4, FOR VALIDATION PROCEDURES. LEFT JUSTIFY.

2.19 * DATA ELEMENT NO. 31 * USAGE

THIS DATA ELEMENT IS A 2 CHARACTER NUMERIC/ALPHA CODE APPLICABLE TO LABORATORY AND RESEARCH EQUIPMENT ONLY AND IS USED IN CONJUNCTION WITH THE INSPECTION TOURS PRESCRIBED BY FPMR 101-25-109.1 TO IDENTIFY IDLE AND UNNEEDED LABORATORY AND RESEARCH EQUIPMENT. THE FIRST CHARACTER IS NUMERIC, THE SECOND IS ALPHABETIZED AS INDICATED IN THE DEFINITIONS BELOW, E.G., CODE 7B WOULD INDICATE THAT "THE ITEM HAS BEEN USED ONLY ONE TIME, HOWEVER IT IS DEDICATED EQUIPMENT THAT IS MODIFIED TO PERFORM ONE OR MORE SPECIFIC TASKS OR FUNCTIONS. IN SOME INSTANCES, THE MODIFICATIONS ARE QUITE EXTENSIVE. EQUIPMENT SHOULD BE CLASSIFIED AS UNSHAREABLE AS LONG AS THESE SPECIFIC TASKS ARE BEING PERFORMED. THE EQUIPMENT MAY BE LEFT IDLE FOR BOTH SHORT OR

LONG TIME PERIODS. THE EXTENSIVE MODIFICATIONS, HOWEVER, RENDER THE TIME UNSHAREABLE". IT IS NOT MANDATORY THAT THE SECOND CHARACTER (ALPHA) OF THIS DATA ELEMENT BE USED, HOWEVER THESE ADDED EXPLANATORY REMARKS ARE PROVIDED SO AS TO ASSIST MANAGERIAL PERSONNEL, IF DESIRED.

NUMERIC DEFINITIONS

1 = USED 2 OR MORE TIMES A WEEK

2 = USED ONLY ONCE PER WEEK

3 = USED LESS THAN ONCE PER WEEK BUT AT LEAST TWO OR MORE TIMES A MONTH

4 = USED ONLY ONCE PER MONTH

5 = USED LESS THAN ONCE PER MONTH BUT AT LEAST ONCE EVERY 6 MONTHS

6 = USED LESS THAN ONCE EVERY 6 MONTHS

7 = HAS BEEN USED ONE TIME ONLY

8 = HAS NEVER BEEN USED

ALPA DEFINITIONS

A = EQUIPMENT THAT IS USED CONTINOUSLY FOR SEVERAL WEEKS THEN IS LEFT PRACTICALLY IDLE FOR SHORT OR LONG TIME PERIODS, E.G., CHANGED MISSION; WHILE DATA FROM PROJECT IS BEING ANALYZED; PAPER WRITTEN; STATE-OF-THE-ART UPDATED; BIG TICKET ITEMS (GREATER THAN $25K); SEASONAL USE (ELY, MINNESOTA, TERTIARY TREATMENT PROCESS-ANALYZE AGAIN AFTER THE SPRING THAW); OR WHEN DOWN TIME OF EQUIPMENT IS A RESULT OF DELAYED SUPPORT SERVICES.

B = DEDICATED EQUIPMENT OR EQUIPMENT THAT IS MODIFIED TO PERFORM ONE OR MORE SPECIFIC TASKS OR FUNCTIONS. IN SOME INSTANCES THESE MODIFICATIONS ARE QUITE EXTENSIVE. THIS EQUIPMENT SHOULD BE CLASSIFIED AS UNSHAREABLE AS LONG AS THESE SPECIFIC TASKS ARE BEING PERFORMED. THIS EQUIPMENT MAY BE LEFT IDLE FOR BOTH SHORT OR LONG TIME PERIODS. THE EXTENSIVE MODIFICATIONS, HOWEVER, RENDER THE TIME UNSHAREABLE.

C = HEAVY OR DELICATE EQUIPMENT WHICH CANNOT BE EASILY MOVED. THIS EQUIPMENT CAN BE SHARED ONLY IF EXPERIMENTS CAN BE PERFORMED IN THE LABORATORY WHERE THESE INSTRUMENTS ARE LOCATED.

D = SOPHISTICATED INSTRUMENTATION REQUIRING HIGHLY-TRAINED SKILLED OPERATORS.

E = OLD OR OUTDATED EQUIPMENT THAT HAS BEEN REPLACED BY IMPROVED INSTRUMENTATION BUT IS STORED FOR POSSIBLE FUTURE USE SUCH AS HISTORICAL INSTRUMENT COMPARA-BILITY STUDIES.

F = POTENTIALLY SHAREABLE EQUIPMENT, E.G., VACUUM PUMPS; HUGE GLASSWARE; PORTABLE INSTRUMENTS.

G = BACKUP UNITS FOR ON-LINE EQUIPMENT TO MINIMIZE DOWN-TIME OF A MAJOR SYSTEM; BACKUP EQUIPMENT FOR EQUIPMENT WITH A HIGH-USE FACTOR IN CASES OF HIGH PRIORITY STUDIES. EQUIPMENT FAILURE WOULD CAUSE MAJOR PROBLEMS IN ACHIEVING COMPLETION OF WORK PLANS.

H = SPECIAL EQUIPMENT USED TO CALIBRATE OR USED AS A PRIMARY DEVELOPMENTAL INSTRUMENT TO IDENTIFY SPECIFIC CHARACTERISTICS OF SYSTEMS OF INTEREST. THIS TYPE OF EQUIPMENT DEMANDS PRECISE OPERATING CONDITIONS WHICH REQUIRES SIGNIFICANT AMOUNT OF TIME FOR ADJUSTMENT AND MAINTENANCE. USE IS LON--

NEED IS HIGH.

I = SPECIAL JUSTIFICATION HAS BEEN PROVIDED LABORATORY DIRECTOR BY MEMO ON NEED FOR EQUIPMENT. APPROVED COPY AVAILABLE ON REQUEST.

J = PROTOTYPE EQUIPMENT DESIGNED FOR ONE SPECIFIC TASK MAY BE LEFT IDLE FOR LONG TIME PERIODS, BUT MOST PROBABLY NOT USABLE BY OTHER PROGRAMS.

K = EQUIPMENT WHICH IS BEING HELD FOR PRIORITY USE IN FIELD STUDIES, BUT CAN BE USED IN THE INTERIM.

2.20 DATA ELEMENT NO. 32 NATIONAL STOCK NUMBER

ENTER THE THIRTEEN DIGIT NATIONAL STOCK NUMBER, IF ONE IS OBTAINABLE. IF NOT OBTAINABLE, FORWARD THREE COPIES OF REQUEST FOR CATALOGING ACTION (STANDARD FORM NO. 1303) TO THE EPA PROPERTY AND SUPPLY MANAGEMENT SECTION WITH TWO COPIES OF DESCRIPTIVE LITERATURE FOR IDENTIFICATION PURPOSES. WHILE AWAITING ASSIGNMENT OF A PERMANENT STOCK NUMBER, ENTER THE ITEM WITH THE CORRECT FSC (FIRST 4 DIGITS) FOLLOWED BY NINE ZEROES. THIS ACTION IN NO WAY ELIMINATES THE REQUIREMENT FOR INSURING THAT THE VALID NATIONAL STOCK NUMBER IS ENTERED INTO THE SYSTEM. ITEMS ACQUIRED AT A COST OF LESS THAN $500 WHICH ACCOUNTABLE OFFICERS WISH TO ENTER INTO THE SYSTEM FOR CONTROL PURPOSES WILL NOT BE CATALOGED, HOWEVER THEY MUST BE ENTERED IN THE SAME MANNER AS PROVIDED FOR TEMPORARY NSN ENTRIES. CONTACT THE EPA CATALOGING UNIT, TEL: 755-2773, FOR ASSISTANCE.

2.21 * DATA ELEMENT NO. 36 * MANUFACTURER'S MODEL NUMBER

ELEVEN SPACES ARE AVAILABLE TO ENTER THE NUMBER ASSIGNED BY THE MANUFACTURER TO IDENTIFY A PARTICULAR PRODUCTION SERIES OF AN ITEM. LEFT JUSTIFY.

2.22 DATA ELEMENT NO. 37 MANUFACTURER'S NAME

THIRTY SPACES ARE AVAILABLE TO ENTER THE NAME OF THE MANUFACTURER AS INDICATED ON THE ITEM ITSELF. IF NOT SO INDICATED, OBTAIN FROM THE ACQUISITION DOCUMENT OR DESCRIPTIVE LITERATURE. DO NOT ENTER THE VENDOR'S NAME UNLESS IT IS THE SAME AS THE MANUFACTURER. LEFT JUSTIFY.

2.23 DATA ELEMENT NO. 41 NOMENCLATURE

ENTER THE STANDARD DESCRIPTION OF THE ITEM OBTAINED FROM THE PERSONAL PROPERTY ACCOUNTING SYSTEM PROPERTY CATALOG, OR AS ASSIGNED BY GSA OR EPA. IT SHOULD BE NOTED THAT THE NOMENCLATURE USED IN THE FEDERAL CATALOGING SYSTEM IS BRIEF. COMPLETE DESCRIPTION OF AN ITEM IS CONTAINED IN THE FEDERAL ITEM LOGISTICS DATA RECORD (DD FORM 146) OR MICROFICHE, WHICH WILL BE MADE AVAILABLE UPON REQUEST. FORTY FOUR SPACES ARE AVAILABLE. LEFT JUSTIFY.

2.24 * DATA ELEMENT NO. 42 * REMARKS

THIS DATA ELEMENT MAY BE USED FOR EXPANSION OF NOMENCLATURE DESCRIPTIVE DATA WHICH IS NOT PART OF THE NOMENCLATURE; TO DEFINE A SPECIFIC LOCATION OF PROPERTY; TO INDICATE NAMES OF INDIVIDUALS AND TELEPHONE NUMBERS OF PERSONS TO CONTACT WHEN REPORTING EXCESS/SURPLUS PROPERTY (SEE DEN NO. 15, ITEM STATUS, PARAGRAPH 2.12, ABOVE); PROPERTY ON LOAN OR FOR ANY OTHER PURPOSE DEEMED NECESSARY. FORTY TWO SPACES ARE AVAILABLE. LEFT JUSTIFY.

2.25 * DATA ELEMENT NO. 51 * ADPE SYSTEM IDENTICATION NUMBER

ENTER THE LOCALLY ASSIGNED IDENTIFICATION NUMBER OF THE ADP SYSTEM OF WHICH THIS EQUIPMENT IS A COMPONENT. DO NOT DUPLICATE SYSTEM IDENTIFICATION NUMBERS WITHIN A CUSTODIAL AREA. FOR MACHINES WHICH DO NOT BELONG TO A SYSTEM, ENTER XX, Y1-Y9, OR YA-YZ. (NOTE: DO NOT USE XX OR Y- FOR A CPU, CATEGORY 001; NO SPECIAL CHARACTERS ARE ALLOWED). TWO SPACES ARE AVAILABLE.

2.26 * DATA ELEMENT NO. 52 * ADPE MACHINE SUPPLIER

ENTER THE 3 CHARACTER ALPHA CODE FROM APPENDIX A IF THE MACHINE IS FURNISHED BY OTHER THAN THE MANUFACTURER.

2.27 * DATA ELEMENT NO. 53 * ADPE ACQUISITION SOURCE

ENTER THE ONE-DIGIT NUMERIC CODE INDICATED BELOW WHICH BEST INDICATES THE SOURCE FROM WHICH THE CUSTODIAL AREA ACQUIRED THE MACHINE:

1	INTER-AGENCY TRANSFER	5	BUILT IN-HOUSE.
2	INTRA-AGENCY TRANSFER	6	GOVERNMENT FURNISHED TO NON-GOVERNMENT ORGANIZATION
3	EQUIPMENT MANUFACTURER	7	OTHER

NOTE: CODE 4 (LEASING COMPANY) IS NOT APPLICABLE TO OWNED ADP PROPERTY.

2.28 * DATA ELEMENT NO. 54 * ADPE OWNERSHIP CODE

ENTER THE ONE-CHARACTER NUMERIC CODE TO INDICATE OWNERSHIP OF THE MACHINE:

1 GOVERNMENT OWNED

2 GOVERNMENT OWNED-PROVIDED FREE OF CHARGE

6 CONTRACTOR OWNED

2.29 DATA ELEMENT NO. 55 ADPE DISPOSITION CODE

FOR TRANSACTION CODES 35-36, INCLUSIVE, AND 38, ENTER THE CODE TO DESCRIBE THE DISPOSITION:

0 INTER-AGENCY TRANSFER

1 INTRA-AGENCY TRANSFER

2 RETURNED TO MANUFACTURER

4 OTHER

2.30 * DATA ELEMENT NO. 56 * ADPE TYPE OF MAINTENANCE

ENTER ONE OF THE FOLLOWING TO INDICATE THE TYPE OF MAINTENANCE APPLICABLE TO THIS MACHINE:

1 MAINTAINED BY THE MANUFACTURER ON THE BASIS OF A PRINCIPLE PERIOD OF MAINTENANCE (PPM), PLUS AS-REQUIRED REMEDIAL MAINTENANCE.

2 MAINTAINED BY THE MANUFACTURER ON THE BASIS OF AN EXTENDED PERIOD OF MAINTENANCE (BEYOND A PPM), PLUS AS-REQUIRED REMEDIAL MAINTENANCE.

3 MAINTAINED BY THE MANUFACTURER ON A PARTS AND LABOR BASIS ONLY (PPM DOES NOT APPLY).

4 MAINTAINED BY A COMMERCIAL CONCERN, OTHER THAN THE MANUFACTURER, ON THE BASIS OF A PPM RE EDIAL MAINTENANCE AS REQUIRED.

5 MAINTAINED BY A COMMERCIAL CONCERN, OTHER THAN THE MANUFACTURER, ON THE BASIS OF AN EXTENDED PERIOD OF MAINTENANCE (BEYOND A PPM) PLUS AS-REQUIRED REMEDIAL MAINTENANCE.

6 MAINTAINED BY A COMMERCIAL CONCERN, OTHER THAN THE MANUFACTURER, ON A PARTS AND LABOR BASIS ONLY.

7 MAINTAINED BY GOVERNMENT PERSONNEL.

8 MAINTAINED FREE OF CHARGE.

2.31 * DATA ELEMENT NO. 57 * ADPE FEDERAL ACQUISITION DATE

ENTER THE DATE OF MACHINE ACQUISITION IN THE FEDERAL GOVERNMENT, I.E., INITIAL ACQUISITION FROM A SOURCE OUTSIDE THE FEDERAL GOVERNMENT. MACHINES PURCHASED SUBSEQUENT TO LEASE RETAIN THE ORIGINAL (LEASING) ACQUISITION DATE. "7901" MEANS JANUARY 1979.

2.32 * DATA ELEMENT NO. 58 * ADPE ACTUAL PURCHASE DATE

ENTER THE DATE (YEAR AND MONTH) THE MACHINE WAS PURCHASED. "7901" MEANS JANUARY, 1979.

2.33 * DATA ELEMENT NO. 60 * ADPE RECURRING MONTHLY MAINTENANCE

ENTER THE WHOLE-DOLLAR APPLICABLE MONTHLY MAINTENANCE CHARGE FOR THE PRINCIPLE PERIOD OF MAINTENANCE OR THE EXTENDED MAINTENANCE PERIOD. MAINTENANCE SURCHARGES OR BACKUP MAINTENANCE CHARGES SHOULD BE INCLUDED IN THE CPU RECORD (ONE SELECTED CPU RECORD FOR MULTIPROCESSOR SYSTEMS), ADDED TO THE MAINTENANCE CHARGES FOR THAT MACHINE. DO NOT INCLUDE CHARGES FOR REMEDIAL MAINTENANCE OUTSIDE THE PPM FOR EXTENDED MAINTENANCE PERIOD. FIVE POSITIONS ARE AVAILABLE. LEFT JUSTIFY.

NOTE: IF DEN NO. 56, ADPE TYPE OF MAINTENANCE, EQUALS 3, 6, 7, OR 8, ENTER ZERO FOR DEN NO. 60. ALSO SEE DEN NO. 62.

2.34 * DATA ELEMENT NO. 61 * ADPE FSS PROCUREMENT CODE

ENTER THE APPROPRIATE ALPHA CODE TO INDICATE WHETHER THE MACHINE WAS PROCURED THROUGH USE OF THE FEDERAL SUPPLY SCHEDULE (FSS) OR OTHERWISE.

F PROCURED THROUGH THE USE OF FSS.

O PROCURED OTHER THAN THROUGH USE OF FSS.

2.35 * DATA ELEMENT NO. 62 * CURRENT MAINTENANCE CHARGES

ENTER THE TOTAL DOLLAR AMOUNT OF MAINTENANCE INCURRED SINCE THE LAST

UPDATE OF THE PERSONAL PROPERTY SYSTEM, ROUNDED TO THE NEAREST DOLLAR. THIS AMOUNT WILL BE ADDED TO THE AGGREGATE DOLLAR AMOUNT STORED IN THE MASTER FILE FOR EACH ITEM. LEFT JUSTIFY AND USE ONLY THE NUMBER OF SPACES REQUIRED. SEVEN SPACES ARE AVAILABLE.

LEASED/RENTED PERSONAL PROPERTY OTHER THAN ADPE

3. PERSONAL PROPERTY LEASED OR RENTED BY EPA IS PROCESSED INTO THE SYSTEM IN THE SAME MANNER AS GOVERNMENT-OWNED PERSONAL PROPERTY. THE PRINCIPAL DISTINCTION IS THAT THE DOLLAR VALUES OF THE ITEMS ARE NOT PLACED IN THE FINANCIAL GENERAL LEDGER ACCOUNTS OF THE GOVERNMENT BY THE EPA FINANCE OFFICE. LEASED/RENTED ADPE AND SOME OFFICE EQUIPMENT GENERALLY HAVE 'OPTION TO BUY' CLAUSES IN WHICH LEASED/RENTED PAYMENTS MAY BE APPLIED TOWARDS THE OUTRIGHT PURCHASE OF THE ITEM. SUCH EQUIPMENT SHOULD NOT BE RELEASED TO THE LESSOR WITHOUT CONCURRENCE OF THE NATIONAL UTILIZATION OFFICER LOCATED IN EPA HEADQUARTERS, PROPERTY AND SUPPLY MANAGEMENT SECTION. THE LEASED PERSONAL PROPERTY SYSTEM INPUT DATA FORM (EPA FORM 1740-15) IS USED FOR PROCESSING ALL DATA PERTAINING TO LEASED/RENTED PROPERTY (OTHER THAN LEASED AUTOMATIC DATA PROCESSING EQUIPMENT) INTO THE SYSTEM UTILIZING THE DATA ELEMENTS DESCRIBED BELOW: (DATA ELEMENTS ANNOTATED BELOW BY AN "*" MAY BE OVER-WRITTEN (DELETED) BY INPUTTING THAT CHARACTER)

3.1 DATA ELEMENT NO. 88 TRANSACTION CODE/DECAL NUMBER

3.1.A TRANSACTION CODE (DO NOT ENTER HYPHENS)

ENTER THE TWO DIGIT TRANSACTION CODE AS SHOWN BELOW TO INDICATE ONE OF THE FOLLOWING:

66. AN ADDITION TO THE LEASED/RENTED PERSONAL PROPERTY RECORDS.
77. A CHANGE TO THE LEASED/RENTED PERSONAL PROPERTY RECORDS.
88. A DELETION TO THE LEASED/RENTED PERSONAL PROPERTY RECORDS.

3.1.B DECAL NUMBER

ENTER THE SIX CHARACTER DECAL NUMBER ASSIGNED TO PROVIDE SPECIFIC IDENTIFICATION OF THE ITEM. IT SHOULD BE NOTED THE DECAL NUMBER IS COMPOSED OF AN ALPHABET CHARACTER FOLLOWED BY FIVE NUMERIC CHARACTERS. NO OTHER TYPE DECAL NUMBER WILL BE ACCEPTED BY THE COMPUTER. IF A DECAL NUMBER BECOMES LOST OR MUTILATED AFTER ASSIGNMENT TO AN ITEM, DO NOT ASSIGN ANOTHER. TYPE OR EMBOSS AN ADHESIVE LABEL OR SHIPPING TAG WITH THE SAME NUMBER AND AFFIX TO THE EQUIPMENT.

3.2 DATA ELEMENT NO. 84 ACCOUNTABLE AREA

ENTER THE TWO DIGIT CODE ASSIGNED TO YOUR ACCOUNTABLE AREA FROM THE TABLE BELOW:

ACCOUNTABLE AREA CODE STRUCTURE

CODE	LOCATION	CODE	LOCATION

01	WASHINGTON HEADQUARTERS	14	REGION IV, ATLANTA
02	ERL, ADA	15	REGION V, CHICAGO
04	MVEL, ANN ARBOR	16	REGION VI, DALLAS
05	O.A., CINCINNATI	17	REGION VII, KANSAS CITY
06	O.A., RTP, N.C.	18	REGION VIII, DENVER
07	ERL, CORVALLIS	19	REGION IX, SAN FRANCISCO
08	NEIC, DENVER	20	REGION X, SEATTLE
09	EMSL, LAS VEGAS	30	CONTRACT PROPERTY - RTP, N.C.
11	REGION I, BOSTON	31	CONTRACT PROPERTY - CINCINNATI
12	REGION II, NEW YORK	32	CONTRACT PROPERTY - WASHINGTON
13	REGION III, PHILADELPHIA		

3.3 DATA ELEMENT NO. 65 CUSTODIAL AREA

ACCOUNTABLE OFFICERS WILL DETERMINE THE THREE DIGITS USED TO IDENTIFY CUSTODIAL AREAS. ENTER THE CODE ASSIGNED TO THE CUSTODIAL AREA WHERE THE ITEM OF EQUIPMENT IS LOCATED OR ASSIGNED. ENTRIES WILL BE LEFT JUSTIFIED, E.G., CUSTODIAL AREA 12 WOULD BE ENTERED AS 012.

3.4 DATA ELEMENT NO. 68 CURRENT PURCHASE ORDER NUMBER

TEN SPACES ARE AVAILABLE TO ENTER THE NUMBER ASSIGNED TO THE CURRENT PURCHASE ORDER NUMBER BY THE PURCHASING/CONTRACTING OFFICE. LEFT JUSTIFY AND USE ONLY THE ACTUAL NUMBER OF SPACES REQUIRED.

3.5 DATA ELEMENT NO. 69 INSTALLATION DATE

FOUR SPACES ARE AVAILABLE TO ENTER THE CALENDAR MONTH AND YEAR THAT THE ITEM WAS ACCEPTED AND DURING WHICH PAYMENT ACTUALLY BEGAN, E.G., 0178 INDICATES JANUARY 1978.

3.6 DATA ELEMENT NO. 10 MONTHLY COST

SEVEN SPACES ARE AVAILABLE TO ENTER THE MONTHLY LEASE COST, ROUNDED TO THE NEAREST DOLLAR. LEASING/RENTING ARRANGEMENTS BASED ON A YEARLY RATE OR OTHER TIME PERIOD SHOULD BE AVERAGED TO INDICATE THE MONTHLY COST. LEFT JUSTIFY.

3.7 DATA ELEMENT NO. 11 EXPIRATION DATE

FOUR SPACES ARE AVAILABLE TO ENTER THE MONTH AND CALENDAR YEAR THAT THE LEASE/RENTAL TERMINATES OR THE DATE PAYMENT ACTUALLY STOPS, E.G., 1278 INDICATES DECEMBER 1978.

3.8 * DATA ELEMENT NO. 12 * MANUFACTURER'S SERIAL NUMBER

ELEVEN SPACES ARE AVAILABLE TO ENTER THE SERIAL NUMBER ASSIGNED TO THE EQUIPMENT BY THE MANUFACTURER. LEFT JUSTIFY AND USE ONLY THE ACTUAL NUMBER OF SPACES REQUIRED.

3.9 DATA ELEMENT NO. 22 CATEGORY

ENTER ONE OF THE FOLLOWING NUMERIC CODES THAT BEST INDICATES THE TYPE OF PROPERTY BEING LEASED/RENTED:

CODE	TYPE OF PROPERTY
AAA BBB CCC DDD EEE FFF	WORD PROCESSING EQUIPMENT (FPMR 101-11.902 AND 903)
444	OFFICE EQUIPMENT OTHER THAN DATA PROCESSING AND WORD PROCESSING
555	PRINTING, COPYING AND ASSOCIATED EQUIPMENT
666	COMMUNICATIONS EQUIPMENT
777	VEHICLES
888	OTHER

3.10 * DATA ELEMENT NO. 36 * MANUFACTURER'S MODEL NUMBER

ELEVEN SPACES ARE AVAILABLE TO ENTER THE NUMBER ASSIGNED BY THE MANUFACTURER TO IDENTIFY A PARTICULAR PRODUCTION SERIES OF AN ITEM. LEFT JUSTIFY.

3.11 DATA ELEMENT NO. 37 MANUFACTURER'S NAME

THIRTY SPACES ARE AVAILABLE TO ENTER THE NAME OF THE MANUFACTURER AS INDICATED ON THE ITEM ITSELF. IF NOT SO INDICATED, OBTAIN FROM THE ACQUISITION DOCUMENT OR DESCRIPTIVE LITERATURE. DO NOT ENTER THE VENDOR'S NAME UNLESS IT IS THE SAME AS THE MANUFACTURER. LEFT JUSTIFY.

3.12 DATA ELEMENT NO. 41 NOMENCLATURE

FORTY FOUR SPACES ARE AVAILABLE TO ENTER THE BASIC NOUN DESCRIPTION OF THE ITEM, FOLLOWED BY ADJECTIVE MODIFERS IN THE SEQUENCE OF THEIR IMPORTANCE. LEFT JUSTIFY.

3.13 * DATA ELEMENT NO. 42 * REMARKS

THIS DATA ELEMENT MAY BE USED FOR ANY PURPOSE WHICH THE ACTIVITY FEELS WILL BE OF ASSISTANCE IN MANAGING LEASED/RENTED PERSONAL PROPERTY. FORTY TWO SPACES ARE AVAILABLE. LEFT JUSTIFY.

LEASED/RENTED AUTOMATIC DATA PROCESSING EQUIPMENT

4. THE BASIC DATA PERTAINING TO LEASED AUTOMATIC DATA PROCESSING EQUIPMENT IS ESSENTIALLY THE SAME AS THAT OF OTHER LEASED/RENTED PERSONAL PROPERTY DESCRIBED IN PARAGRAPH 3, ABOVE. THIS OFFICE, IN CONJUNCTION WITH THE EPA MANAGEMENT INFORMATION AND DATA SYSTEMS DIVISION, DEVELOPED THE DATA ELEMENTS DESCRIBED BELOW SO AS TO PROVIDE TECHNICAL DATA PERTAINING TO LEASED/RENTED ADPE. BY SO DOING, THE PERSONAL PROPERTY SYSTEM IS CAPABLE OF PRODUCING THE DATA NEEDED BY PERSONAL PROPERTY MANAGEMENT PERSONNEL, WHILE, WITH COOPERATION FROM ADP SUPPORT PERSONNEL, PRODUCING AGENCY REPORTS NEEDED BY EPA AND GSA MIDS PERSONNEL. LEASED/RENTED ADPE PERSONAL PROPERTY SYSTEM INPUT DATA FORM (EPA FORM 1748-14) IS USED FOR PROCESSING ALL DATA PERTAINING TO LEASED/RENTED AUTOMATIC DATA PROCESSING EQUIPMENT INTO THE PERSONAL PROPERTY SYSTEM, UTILIZING THE DATA ELEMENTS DESCRIBED BELOW. THE DATA ELEMENTS DESIRED BY ADP-MIS ARE THE RESPONSIBILITY OF THAT OFFICE, THEREFORE THIS PERSONAL PROPERTY SYSTEM WILL NOT REJECT THE PERSONAL PROPERTY DATA DUE TO THE OMISSION OF, OR INCORRECT, ADPE INPUT DATA ELEMENTS. QUESTIONS RELATING TO ADPE INPUT DATA SHOULD BE ADDRESSED TO MR. JIM SMITH, SDC/INTERGRATED SERVICES, TEL: 8-629-3619 OR 8-629-3685. (DATA ELEMENTS ANNOTATED BELOW BY AN "*" MAY BE OVER-WRITTEN BY INPUTTING THAT CHARACTER)

4.1 DATA ELEMENT NO. 96 TRANSACTION CODE/DECAL NUMBER

4.1.A TRANSACTION CODE (DO NOT ENTER HYPHENS)

ENTER THE TWO DIGIT TRANSACTION CODE AS SHOWN BELOW TO INDICATE ONE OF THE FOLLOWING:

66. AN ADDITION TO THE LEASED/RENTED AUTOMATIC DATA PROCESSING EQUIPMENT RECORDS.
77. A CHANGE TO THE LEASED/RENTED AUTOMATIC DATA PROCESSING EQUIPMENT RECORDS.
88. A DELETION FROM THE LEASED/RENTED AUTOMATIC DATA PROCESSING EQUIPMENT RECORDS.

4.1.B DECAL NUMBER

ENTER THE SIX CHARACTER DECAL NUMBER ASSIGNED TO PROVIDE SPECIFIC IDENTIFICATION OF THE ITEM. IT SHOULD BE NOTED THAT THE DECAL NUMBER IS COMPOSED OF AN ALPHABET CHARACTER FOLLOWED BY FIVE NUMERIC CHARACTERS. NO OTHER TYPE DECAL NUMBER WILL BE ACCEPTED BY THE COMPUTER. IF A DECAL NUMBER BECOMES LOST OR MUTILATED AFTER ASSIGNMENT TO AN ITEM, DO NOT ASSIGN ANOTHER. TYPE OR EMBOSS AN ADHESIVE LABEL OR SHIPPING TAG WITH THE SAME NUMBER AND AFFIX TO THE EQUIPMENT.

4.2 DATA ELEMENT NO. 84 ACCOUNTABLE AREA

ENTER THE TWO DIGIT CODE ASSIGNED TO YOUR ACCOUNTABLE AREA FROM THE TABLE BELOW:

ACCOUNTABLE AREA CODE STRUCTURE

CODE	LOCATION	CODE	LOCATION
01	WASHINGTON HEADQUARTERS	14	REGION IV, ATLANTA
02	ERL, ADA	15	REGION V, CHICAGO
04	NVEL, ANN ARBOR	16	REGION VI, DALLAS
05	O.A., CINCINNATI	17	REGION VII, KANSAS CITY
06	O.A., RTP, N.C.	18	REGION VIII, DENVER
07	ERL, CORVALLIS	19	REGION IX, SAN FRANCISCO
08	NEIC, DENVER	20	REGION X, SEATTLE
09	EMSL, LAS VEGAS	30	CONTRACT PROPERTY - RTP, N.C.
11	REGION I, BOSTON	31	CONTRACT PROPERTY - CINCINNATI
12	REGION II, NEW YORK	32	CONTRACT PROPERTY - WASHINGTON
13	REGION III, PHILADELPHIA		

4.3 DATA ELEMENT NO. 05 CUSTODIAL AREA

ACCOUNTABLE OFFICERS WILL DETERMINE THE THREE DIGITS USED TO IDENTIFY CUSTODIAL AREA CODES. ENTER THE CODE ASSIGNED TO THE CUSTODIAL AREA WHERE THE ITEM OF EQUIPMENT IS LOCATED OR ASSIGNED. ENTRIES WILL BE LEFT JUSTIFIED, E.G., CUSTODIAL AREA 12 WOULD BE ENTERED AS 012.

4.4 DATA ELEMENT NO. 08 PURCHASE ORDER NUMBER

TEN SPACES ARE AVAILABLE TO ENTER THE NUMBER ASSIGNED TO THE CURRENT PURCHASE ORDER NUMBER BY THE PURCHASING/CONTRACTING OFFICE. LEFT JUSTIFY AND USE ONLY THE ACTUAL NUMBER OF SPACES REQUIRED.

4.5 DATA ELEMENT NO. 09 EFFECTIVE DATE

FOUR SPACES ARE AVAILABLE ENTER THE CALENDAR YEAR AND MONTH THAT THE ITEM WAS ACCEPTED AND DURING WHICH PAYMENT ACTUALLY BEGAN, E.G., 7801 INDICATES JANUARY 1978.

4.6 DATA ELEMENT NO. 10 MONTHLY COST

SEVEN SPACES ARE AVAILABLE TO ENTER THE MONTHLY LEASE/RENTAL COST, ROUNDED TO THE NEAREST DOLLAR. LEASING/RENTAL ARRANGEMENTS BASED ON A YEARLY RATE OR OTHER TIME PERIOD SHOULD BE AVERAGED TO INDICATE THE MONTHLY COST. LEFT JUSTIFY AND USE ONLY THE NUMBER OF SPACES ACTUALLY REQUIRED.

4.7 DATA ELEMENT NO. 11 EXPIRATION DATE

FOUR SPACES ARE AVAILABLE TO ENTER THE MONTH AND CALENDAR YEAR THAT THE LEASE TERMINATES OR THE DATE PAYMENT ACTUALLY STOPS, E.G., 7812 INDICATES DECEMBER 1978.

4.8 * DATA ELEMENT NO. 12 * MANUFACTURER'S SERIAL NUMBER

ELEVEN SPACES ARE AVAILABLE TO ENTER THE SERIAL NUMBER ASSIGNED TO THE EQUIPMENT BY THE MANUFACTURER. LEFT JUSTIFY AND USE ONLY THE ACTUAL NUMBER OF SPACES REQUIRED.

4.9 DATA ELEMENT NO. 22 ADPE CATEGORY

THIS DATA ELEMENT IS APPLICABLE TO AUTOMATIC DATA PROCESSING EQUIPMENT ONLY. LEFT JUSTIFY AND ENTER THE ONE OF FOLLOWING THREE CHARACTER CODES:

ADPE CATEGORY CODING STRUCTURE AND INSTRUCTIONS (SEE NOTE 1, BELOW)

CATEGORY CODE	EQUIPMENT NAME	REMARKS
001	CENTRAL PROCESSOR	CAN INCLUDE MEMORY UNITS (SEE NOTE 3, BELOW)
002	TAPE UNITS	INCLUDING CONTROLLER
003	MEMORY	MAIN OR EXTENDED (SLOW)
004	DRUM STORAGE UNITS	INCLUDING CONTROLLER
005	DISK UNITS	INCLUDING CNTROLLER
006	MISCELLANEOUS STORAGE UNITS	
007	OTHER CONTROLLERS	
026	CARD READER AND/OR PUNCH	
027	PLOTTER	
028	PRINTER	
030	DISPLAY UNIT	
031	OPERATOR CONSOLE/INQUIRY STATION	
032	CHANNEL SELECTOR/CONTROLLER	
033	MISCELLANEOUS INPUT, OUTPUT DEVICES	
053	TERMINALS	(SEE NOTE 2, BELOW)
055	ALL COMMUNICATIONS DEVICES	NOT RELATED TO 001-003, ABOVE
056	MISCELLANEOUS TERMINAL EQUIPMENT	INCLUDING HARD COPY UNITS
060	HIGH SPEED TERMINALS	(SEE NOTE 4, BELOW)

878 CARD PUNCH AND/OR VERIFIER

878 CASETTE RECORDERS OR ENCODERS

879 MISCELLANEOUS CARD PROCESSING DEVICES

NOTE 1: THE LISTED CODING IS NOT COMPLETE BUT WILL SATISFY 99% OF ALL REPORTING REQUIREMENTS. ADDITIONAL CODES ARE AVAILABLE UPON REQUEST TO MIDS-EPA HEADQUARTERS. ALL QUESTIONS PERTAINING TO THE USE OF THESE CODES OR CONCERNING THE SELECTION OF THE PROPER CODE SHOULD BE DIRECTED TO MR. JIM SMITH, SDC/INTERGRATED SERVICES, TEL: 629-3619 OR 629-3655.

NOTE 2: CATEGORY 853 APPLIES TO ALL DESK MOUNTED SCOPES, LOW SPEED TERMINALS, WORD PROCESSING EQUIPMENT WITH COMMUNICATION FEATURE OR DATA SET. ALSO APPLIES TO TERMINALS THAT ARE HARD-WIRED OR CABLE-CONNECTED TO A CPU.

NOTE 3: APPLIES TO ALL COMPUTER OR MINI-COMPUTER SYSTEMS, SUCH AS UNIVAC 1110, IBM 1130, DEC 11/70, OR DG 840.

NOTE 4: CATEGORY 868, HIGH SPEED TERMINALS, ARE KNOWN AS INTELLIGENT OR DUMB TERMINALS AND ATTACHED DEVICES MAY INCLUDE CARD READER, CARD PUNCH, PRINTER, DISK, TAPE, VARIOUS CONTROLLERS, PLOTTER AND INPUT CONSOLES.

4.10 * DATA ELEMENT NO. 23 * ADPE MANUFACTURER'S CODE

ENTER THE 3 CHARACTER ALPHA CODE (AS LISTED IN APPENDIX A) FOR MANUFACTURER OF THE EQUIPMENT. IF THE MANUFACTURER IS NOT LISTED, REFER TO FEDERAL MANAGEMENT CIRCULAR 74-2, PARA 3.4, FOR VALIDATION PROCEDURES. LEFT JUSTIFY.

4.11 * DATA ELEMENT NO. 36 * MANUFACTURER'S MODEL NUMBER

ELEVEN SPACES ARE AVAILABLE TO ENTER THE NUMBER ASSIGNED BY THE MANUFACTURER TO IDENTIFY A PARTICULAR PRODUCTION SERIES OF AN ITEM. LEFT JUSTIFY.

4.12 DATA ELEMENT NO. 37 MANUFACTURER'S NAME

THIRTY SPACES ARE AVAILABLE TO ENTER THE NAME OF THE MANUFACTURER AS INDICATED ON THE ITEM ITSELF. IF NOT SO INDICATED, OBTAIN FROM THE ACQUISITION DOCUMENT OR DESCRIPTIVE LITERATURE. DO NOT ENTER THE VENDOR'S NAME UNLESS IT IS THE SAME AS THE MANUFACTURER. LEFT JUSTIFY.

4.13 DATA ELEMENT NO. 41 NOMENCLATURE

FORTY FOUR SPACES ARE AVAILABLE TO ENTER THE BASIC NOUN DESCRIPTION OF THE ITEM, FOLLOWED BY ADJECTIVE MODIFERS IN THE SEQUENCE OF THEIR IMPORTANCE. LEFT JUSTIFY.

4.14 * DATA ELEMENT NO. 42 * REMARKS

THIS DATA ELEMENT MAY BE USED FOR ANY PURPOSE WHICH THE ACTIVITY FEELS WILL BE OF ASSISTANCE IN MANAGING LEASED/RENTED AUTOMATIC DATA PROCESSING EQUIPMENT, E.G., ROOM NUMBERS, NAME OF PERSON TO CONTACT, ETC. FORTY TWO SPACES ARE AVAILABLE.

4.15 * DATA ELEMENT NO. 51 * ADPE SYSTEM IDENTICATION NUMBER

ENTER THE LOCALLY ASSIGNED IDENTIFICATION NUMBER OF THE ADP SYSTEM OF WHICH

THIS EQUIPMENT IS A COMPONENT. DO NOT DUPLICATE SYSTEM IDENTIFICATION NUMBERS WITHIN A CUSTODIAL AREA. FOR MACHINES WHICH DO NOT BELONG TO A SYSTEM, ENTER XX, Y1-Y9, OR YA-YZ. (NOTE: DO NOT USE XX OR Y- FOR A CPU, CATEGORY 001; NO SPECIAL CHARACTERS ARE ALLOWED). TWO SPACES ARE AVAILABLE.

4.16 * DATA ELEMENT NO. 52 * ADPE MACHINE SUPPLIER

ENTER THE 3 CHARACTER ALPHA CODE FROM APPENDIX A IF THE MACHINE IS FURNISHED BY OTHER THAN THE MANUFACTURER. NOTE: FOR EQUIPMENT LEASED FROM GSA ADP REVOLVING FUND, ENTER "GSA".

4.17 * DATA ELEMENT NO. 53 * ADPE ACQUISITION SOURCE

ENTER THE ONE-DIGIT NUMERIC CODE INDICATED BELOW WHICH BEST INDICATES THE SOURCE FROM WHICH THE CUSTODIAL AREA ACQUIRED THE MACHINE:

1 INTER-AGENCY TRANSFER
2 INTRA-AGENCY TRANSFER
3 EQUIPMENT MANUFACTURER
4 LEASING COMPANY (OTHER THAN MANUFACTURER) TO INCLUDE GSA ADP REVOLVING FUND
6 GOVERNMENT FURNISHED TO NON-GOVERNMENT ORGANIZATION
7 OTHER

NOTE: FOR CODE "4" DEN 52 MUST BE PRESENT.

4.18 * DATA ELEMENT NO. 54 * ADPE OWNERSHIP CODE

ENTER ONE OF THE FOLLOWING TO INDICATE OWNERSHIP OF THE MACHINE:

4 GOVERNMENT LEASED

5 NON-GOVERNMENT OWNED, PROVIDED FREE OF CHARGE

7 CONTRACTOR LEASED

8 GOVERNMENT LEASED BUT NOT AVAILABLE FOR PURCHASE

9 GOVERNMENT LEASED UNDER A FIXED-TERM LEASE WHERE AFTER A SPECIFIED TIME PERIOD THE VENDOR TRANSFERS TITLE TO THE GOVERNMENT

0 GOVERNMENT LEASED, WHERE A MACHINE IS PART OF A COMPLETE SYSTEM WHICH IS ACQUIRED UNDER SPECIAL LEASE AGREEMENT WHICH STIPULATES THAT "ALL OR NONE" OF THE MACHINES IN THE SYSTEM MAY BE LEASED UNDER THE LEASE AGREEMENT

4.19 DATA ELEMENT NO. 55 ADPE DISPOSITION CODE

FOR TRANSACTION "88" (DELETION) ENTER ONE OF THE FOLLOWING TO INDICATE THE DISPOSITION OF THE ITEM:

0 INTER-AGENCY TRANSFER

1 INTRA-AGENCY TRANSFER

2 RETURNED TO MANUFACTURER

3 RETURNED TO LEASING COMPANY (NOT THE MANUFACTURER)

4 OTHER

4.20 * DATA ELEMENT NO. 56 * ADPE TYPE OF MAINTENANCE

ENTER ONE OF THE FOLLOWING TO INDICATE THE TYPE OF MAINTENANCE APPLICABLE TO THIS MACHINE:

1 MAINTAINED BY THE MANUFACTURER ON THE BASIS OF A PRINCIPLE PERIOD OF MAINTENANCE (PPM), PLUS AS-REQUIRED REMEDIAL MAINTENANCE.

2 MAINTAINED BY THE MANUFACTURER ON THE BASIS OF AN EXTENDED PERIOD OF MAINTENANCE (BEYOND A PPM),PLUS AS-REQUIRED REMEDIAL MAINTENANCE.

3 MAINTAINED BY THE MANUFACTURER ON A PARTS AND LABOR BASIS ONLY (PPM DOES NOT APPLY).

4 MAINTAINED BY A COMMERCIAL CONCERN, OTHER THAN THE MANUFACTURER, ON THE BASIS OF A PPM PLUS REMEDIAL MAINTENANCE AS REQUIRED.

5 MAINTAINED BY A COMMERCIAL CONCERN, OTHER THAN THE MANUFACTURER, ON THE BASIS OF AN EXTENDED PERIOD OF MAINTENANCE (BEYOND A PPM) PLUS AS-REQUIRED REMEDIAL MAINTENANCE.

6 MAINTAINED BY A COMMERCIAL CONCERN, OTHER THAN THE MANUFACTURER, ON A PARTS AND LABOR BASIS ONLY.

7 MAINTAINED BY GOVERNMENT PERSONNEL.

8 MAINTAINED FREE OF CHARGE.

4.21 * DATA ELEMENT NO. 57 * ADPE FEDERAL ACQUISITION DATE

ENTER THE YEAR AND MONTH OF INITIAL LEASE OF THE MACHINE BY AN AGENCY OF THE FEDERAL GOVERNMENT FROM AN EXTERNAL SOURCE. MACHINES OR SYSTEMS PREVIOUSLY LEASED, RELEASED TO AN ORGANIZATION EXTERNAL TO THE FEDERAL GOVERNMENT FOR A PERIOD WHICH RESULTS IN A LOSS OF EQUITY, AND THEN RETURNED TO AN AGENCY OF THE FEDERAL GOVERNMENT WILL BE CONSIDERED ACQUISITIONS UPON RETURN. "7901" MEANS JANUARY 1979.

4.22 * DATA ELEMENT NO. 59 * ADPE PURCHASE PRICE

ENTER THE CONTRACT PURCHASE PRICE (IN WHOLE DOLLARS) OF THE MACHINE AND INSTALLED FEATURES, INCLUDING RENTAL CREDITS (I.E., DO NOT DEDUCT CREDITS). SEVEN SPACES ARE AVAILABLE. LEFT JUSTIFY.

4.23 * DATA ELEMENT NO. 60 * ADPE MONTHLY RENTAL

ENTER THE BASIC MONTHLY RENTAL CHARGE (IN WHOLE DOLLARS) TO INCLUDE MONTHLY MAINTENANCE CHARGES. SIX SPACES ARE AVAILABLE. LEFT JUSTIFY.

4.24 * DATA ELEMENT NO. 61 * ADPE FSS PROCUREMENT CODE

ENTER THE APPROPRIATE ALPHA CODE TO INDICATE WHETHER THE MACHINE WAS PROCURED THROUGH USE OF THE FEDERAL SUPPLY SCHEDULE (FSS) OR OTHERWISE.

F PROCURED THROUGH THE USE OF FSS.

0 PROCURED OTHER THAN THROUGH USE OF FSS.

4.25 * DATA ELEMENT NO. 62 * ADPE RENTAL CREDIT

ENTER THE WHOLE DOLLAR TOTAL OF ALL CREDITS WHICH HAVE ACCRUED THROUGH THE DATE OF ACQUISITION BY CUSTODIAL AREA. SEVEN SPACES ARE AVAILABLE, LEFT JUSTIFY.

5. EDIT PROCEDURES AND CORRECTION OF ERRORS

A. LISTED BELOW IS A PORTION OF A TYPICAL INPUT DATA SET THAT WILL BE EDITED AS DESCRIBED IN PARAGRAPHS B AND C, FOLLOWING: (NOTE THAT THE '#' SYMBOL INDICATES THE END OF A SINGLE TRANSACTION INVOLVING ONE DECAL NUMBER. ALSO NOTE THAT THE FIRST LINE IN THE DATA SET IS NUMBERED '1:', FOLLOWED BY YOUR ACCOUNTABLE AREA NUMBER. (THIS ENTRY IS MANDATORY FOR EDIT PURPOSES, OTHERWISE YOUR INPUT DATA WILL NOT BE PROCESSED).

```
 1:14 ...PERSONAL PROPERTY
 2:00) 12070573
 3:04) 14
 4:07) 5140135
 5:09) 1174
 6:32) 7110089314448
 7:37) GOLDEN OAK INC.
 8:41) CHAIR WOOD, EXEC., W/ARMS, UPHOLSTERED
 9:85) 581
10:06) F842258629
11:10) 218
12:14) 521484899E
13:#
14:00) 12070579
15:04) 14
16:07) 5140141
17:09) 1274
18:32) 7110087625513
19:37) GOLDEN OAK INC.
20:41) CREDENZA
21:85) 581
22:06) F843290010
23:10) 247
24:14) 521484R99P
25:#
26:00) 12070581
27:04) 14
28:07) 5140148
```

```
29;09) 1274
30;32) 7118089314448
31;37) GUNLOCKE COMPANY
32;41) CHAIR WALNUT SWIVEL W/ARMS
33;85) 581
34;88) F843298813
35;10) 218
36;14) 821484R99P
37;#
```

B. ALL DATA ENTERING THE SYSTEM IS EDITED, THUS PRODUCING TWO KINDS OF DATA: GOOD DATA THAT IS PASSED INTO THE SYSTEM AND DATA THAT IS IN ERROR WHICH MUST BE CORRECTED AND RESUBMITTED.

C. THERE ARE TWO TYPES OF EDIT PROGRAMS AVAILABLE TO USERS. ONE IS USUALLY REFERRED TO AS THE 'EDIT' WHILE THE OTHER IS THE 'PREVIEW'. THE 'EDIT' PROGRAM INTERNALLY TESTS THE VALIDITY OF THE DATA ELEMENTS BEING ENTERED. THE 'PREVIEW' PROGRAM TESTS THE INTERNAL VALIDITY OF THE DATA ELEMENTS BEING ENTERED PLUS VERIFYING INFORMATION RELATING TO THE SPECIFIC DECAL NUMBER AGAINST CURRENT DATA IN THE ENTIRE SYSTEM, E.G., ENTRIES WHEREIN THE ACCOUNTABLE AREA DOES NOT MATCH THAT RECORDED ON THE MASTER FILE WILL BE REJECTED.

D. ALL ERRORS ARE ROUTED TO THE ORIGINATOR VIA THE COMPUTER. THE ERRORS MUST BE CORRECTED, RE-CODED AND THE RE-CODED DATA RE-ENTERED INTO THE SYSTEM.

E. IN ADDITION TO THE EDIT AND PREVIEW PROGRAMS DESCRIBED IN C, ABOVE, EXECUTION OF THE SYSTEM'S 'UPDATE' PROGRAM BY EPA HEADQUARTERS ALSO PRODUCES IDENTICAL EDIT AND PREVIEW ERRORS, IN THE EVENT CORRECTIONS WERE NOT MADE BY THE INDIVIDUAL USER. THESE ERROR LISTINGS WILL BE FORWARDED BY EPA HEADQUARTERS TO THE APPROPRIATE ACCOUNTABLE OFFICER FOR CORRECTION.

F. LISTED BELOW ARE TABLES OF TRANSACTION CODES AND THE DATA ELEMENTS AFFECTED DURING THE EDIT/PREVIEW PROGRAMS:

ALL GOVERNMENT-OWNED PROPERTY

TRANSACTION CODES	DATA ELEMENTS REQUIRED TO PASS EDIT	OPTIONAL DATA ELEMENTS
10 AND 11	DEN 09, DECAL NUMBER DEN 64, ACCOUNTABLE AREA DEN 65, CUSTODIAL AREA DEN 67, VOUCHER NUMBER DEN 89, ACQUISITION DATE DEN 10, ACQUISITION COST DEN 32, NATIONAL STOCK NUMBER DEN 37, MANUFACTURER'S NAME DEN 41, NOMENCLATURE	ANY OTHER DATA ELEMENT EXCEPT: DEN 13, TRANSFER VOU NR
12 THRU 16	DEN 09, DECAL NUMBER DEN 64, ACCOUNTABLE AREA DEN 65, CUSTODIAL AREA	ANY OTHER DATA ELEMENT EXCEPT: DEN 13, TRANSFER VOU NR

TRANSACTION CODES	DATA ELEMENTS REQUIRED TO PASS EDIT	OPTIONAL DATA ELEMENTS
	DEN 07, VOUCHER NUMBER DEN 08, DOCUMENT IDENTIFICATION NUMBER DEN 09, ACQUISITION DATE DEN 10, ACQUISITION COST DEN 14, ACCOUNT NUMBER (CAN) DEN 32, NATIONAL STOCK NUMBER DEN 37, MANUFACTURER'S NAME DEN 41, NOMENCLATURE	
17	DEN 06, DECAL NUMBER DEN 04, ACCOUNTABLE AREA DEN 05, CUSTODIAL AREA DEN 07, VOUCHER NUMBER DEN 09, ACQUISITION DATE DEN 10, ACQUISITION COST DEN 32, NATIONAL STOCK NUMBER DEN 37, MANUFACTURER'S NAME DEN 41, NOMENCLATURE	ANY OTHER DATA ELEMENT EXCEPT: DEN 13, TRANSFER VOU NR
18	DEN 06, DECAL NUMBER DEN 07, VOUCHER NUMBER DEN 08, DOCUMENTATION IDENTIFICATION NUMBER DEN 10, ACQUISITION COST (TOTAL AMOUNT) DEN 14, ACCOUNT NUMBER (CAN)	ANY OTHER DATA ELEMENT EXCEPT: DEN 13, TRANSFER VOU NR
30 THRU 36	DEN 06, DECAL NUMBER DEN 07, VOUCHER NUMBER	DEN 55, ADPE DISPOSITION CODE
37	DEN 06, DECAL NUMBER DEN 07, VOUCHER NUMBER DEN 08, DOCUMENTATION IDENTIFICATION NUMBER DEN 10, ACQUISITION COST (TOTAL AMOUNT)	ANY OTHER DATA ELEMENT EXCEPT: DEN 13, TRANSFER VOU NR
38	DEN 06, DECAL NUMBER DEN 07, VOUCHER NUMBER	DEN 55, ADPE DISPOSITION CODE
51	DEN 06, DECAL NUMBER DEN 04, ACCOUNTABLE AREA	ANY OTHER DATA ELEMENT EXCEPT: DEN 10, ACQUISITION COST
68	DEN 06, DECAL NUMBER DEN 04, ACCOUNTABLE AREA DEN 05, CUSTODIAL AREA DEN 07, VOUCHER NUMBER DEN 13, TRANSFER VOUCHER NUMBER	ANY OTHER DATA ELEMENT EXCEPT: DEN 10, ACQUISITION COST
78	DEN 06, DECAL NUMBER DEN 04, ACCOUNTABLE AREA DEN 05, CUSTODIAL AREA DEN 07, VOUCHER NUMBER DEN 13, TRANSFER VOUCHER NUMBER	ANY OTHER DATA ELEMENT EXCEPT: DEN 10, ACQUISITION COST

ALL LEASED/RENTED PERSONAL PROPERTY

66	DEN 00, DECAL NUMBER DEN 04, ACCOUNTABLE AREA DEN 05, CUSTODIAL AREA DEN 08, CURRENT PURCHASE ORDER NUMBER DEN 09, INSTALLATION DATE DEN 10, MONTHLY COST DEN 11, EXPIRATION DATE DEN 22, CATEGORY DEN 37, MANUFACTURER'S NAME DEN 41, NOMENCLATURE	ALL OTHERS
77	DEN 00, DECAL NUMBER DEN 04, ACCOUNTABLE AREA	ALL OTHERS
88	DEN 00, DECAL NUMBER DEN 04, ACCOUNTABLE AREA DEN 05, CUSTODIAL AREA	DEN 55, ADPE DISPOSITION CODE

5.1 CORRECTION OF ERRORS:

LISTED BELOW ARE TYPICAL TRANSACTION ERROR REPORTS:

EDIT ERROR REPORT

TRN	TXN	DECAL#	SEV	LINE#	DEN	NAME	INPUT VALUE	ERROR
14	31	828365	F	00000549				DEN ILLEGAL FOR THIS TXN/ DECAL
			*					**FATAL ERRORS IN ABOVE TRANSACTION
66	61	0401 5	F	00001784				*** INVALID DECAL NUMBER ***

TRN	LN-NO	AA	DECAL	TRANSACTIONS	ERR-MSG
66	0000399	66	A03216	77	NO RECORD EXISTS TO CHANGE
15	0000463	15	105237	15	RECORD ALREADY EXISTS

5.2 THE ERRORS LISTED IN PARAGRAPH 5.1, ABOVE, ARE CONSIDERED 'FATAL', IN THAT THEY ARE REJECTED BY THE COMPUTER DURING THE EDIT, PREVIEW OR UPDATE PROGRAMS. SUCH ERRORS MAY BE CORRECTED BY RE-ENTERING THE CORRECTED DATA DURING THE CURRENT UPDATE CYCLE OR ADDED TO THE NEXT GROUP OF TRANSACTIONS IN THE FOLLOWING UPDATE. CORRECTIONS ARE MADE MANUALLY USING THE APPROPRIATE EXEC 8 COMMANDS THROUGH THE UNIVAC EDIT PROCESSOR OR BY RESUBMITTING CORRECTED BATCH INPUT DATA.

5.3 'NON-FATAL' ERRORS:

ERRORS OF THIS TYPE USUALLY CONSIST OF TYPING ERRORS, OMISSIONS OF OPTIONAL DATA ELEMENTS OR INCORRECT DATA IN A SPECFIC DATA ELEMENT. SUCH ERRORS ARE USUALLY NOT DISCOVERED UNTIL THE 'HARD COPY' LISTINGS ARE REVIEWED BY THE USER. AS AN EXAMPLE, THE MODEL OR SERIAL NUMBER OF AN ITEM ENTERING THE SYSTEM IS OPTIONAL, THUS THE EDIT PROGRAM WILL NOT CAUSE THE ENTRY TO BE REJECTED BY THE COMPUTER IF THEY ARE OMITTED. THE MISSPELLING OF THE NAME OF THE MANUFACTURER IS ANOTHER EXAMPLE OF AN ENTRY THAT WILL NOT CAUSE A REJECTION BY THE COMPUTER, BUT WILL REQUIRE CORRECTION.

5.3.A THE SYSTEM WILL ACCEPT ONE VALID ENTRY INVOLVING 'DUPLICATE ENTRIES' OF THE SAME DECAL NUMBER, THUS THE ENTRY WILL NOT HAVE TO BE RE-SUBMITTED.

5.4 MISCELLANEOUS CORRECTIONS

5.4.A CHANGE IN DECAL NUMBER:

THE ENTRY OF AN INCORRECT DECAL NUMBER INTO THE SYSTEM IS USUALLY CAUSED BY A TYPOGRAPHICAL ERROR BY THE TERMINAL INPUT OPERATOR, THUS MAKING IT IMPOSSIBLE FOR THE PERSON ACTUALLY HAVING THE DECAL IN HIS POSSESSION TO SUBSEQUENTLY PROCESS THE NUMBER. TO CORRECT THIS, THE DECAL NUMBER MUST BE DELETED FROM THE MASTER FILE. THE VALID DECAL NUMBER MUST THEN BE SUBMITTED WITH ALL THE DATA PREVIOUSLY CONTAINED IN THE RECORD. THIS MUST BE DONE IN TWO SEPARATE TRANSACTIONS:

1. SUBMIT THE DELETE TRANSACTION BY USING TRANSACTION CODE 38 (MISCELLANEOUS DELETE) AND THE INCORRECT DECAL NUMBER IN DATA ELEMENT NUMBER 00). DATA ELEMENT NUMBER 07) (VOUCHER NUMBER) MUST ALSO BE COMPLETED. THIS ACTION MUST BE FOLLOWED BY:

2. SUBMITTING A 'GAIN' TRANSACTION USING ONE OF THE APPROPRIATE TRANSACTION CODES 10 THRU 17 FOLLOWED BY THE CORRECT DECAL NUMBER IN DATA ELEMENT NUMBER 00) AND THEN ENTERING ALL THE VALID DATA PREVIOUSLY IN THE MASTER FILE.

6. ADP MIS

6.1 GENERAL DESCRIPTION

THE PERSONAL PROPERTY SYSTEM, IN ADDITION TO ITS OTHER FUNCTIONS, IS USED AS THE BASIS OF A SEPARATE SET OF AUTOMATED FILES. THESE ADP MIS FILES CONTAIN THE CURRENT INVENTORY OF ALL AUTOMATED DATA PROCESSING EQUIPMENT (ADPE) AS REFLECTED IN THE PERSONAL PROPERTY SYSTEM. ESSENTIALLY, ALL EQUIPMENT ON THE PPS MASTER FILE IDENTIFIED AS ADPE (BASED ON DATA ELEMENT NUMBER 22), CATEGORY) IS ALSO MAINTAINED ON THE ADP MIS MASTER FILES. THE PURPOSE OF THIS ADP MIS SUBSYSTEM IS TO MEET REQUIREMENTS FOR REPORTING ALL ADPE TO THE GENERAL SERVICES ADMINISTRATION, WHILE MINIMIZING THE ADDITIONAL WORK-LOAD IMPOSED ON THE USER.

EACH TRANSACTION INPUT TO THE PPS UPDATE PROGRAM APPLICABLE TO ADPE IS PASSED TO THE ADP MIS UPDATE PROGRAM. THIS PROGRAM UPDATES THE ADP MIS MASTER FILES AND REFORMATS THE ADD, CHANGE AND DELETE TRANSACTIONS FOR TRANSMISSION TO GSA. FOLLOWING THE MONTHLY ADP MIS UPDATE, A REPORT OF THE CURRENT ADPE HOLDINGS, AS REFLECTED BY THE ADP MIS MASTER FILES, IS PRODUCED; THIS REPORT LISTS ALL SYSTEMS AND MACHINE RECORDS BY UNIT, WITH ERROR MESSAGES.

6.2 ADP MIS STRUCTURE

6.2.1 MACHINE RECORDS

EACH RECORD (I.E., DECAL NUMBER) IN THE PERSONAL PROPERTY SYSTEM REFLECTING ADPE HAS A COUNTERPART MACHINE RECORD ON THE ADP MIS. THIS RECORD CONTAINS ALL THE INFORMATION NECESSARY TO MEET REPORTING REQUIREMENTS, AS EXTRACTED FROM THE PERSONAL PROPERTY ACCOUNTING SYSTEM. EACH MACHINE RECORD IS SUBORDINATE TO A UNIT RECORD.

6.2.2 SYSTEM RECORDS

THE SYSTEM NUMBER TO WHICH ANY GIVEN MACHINE RECORD BELONGS IS DETERMINED FROM DATA ELEMENT NUMBER 51), SYSTEM IDENTIFICATION NUMBER. SYSTEM NUMBERS ARE LOCALLY ASSIGNED AND NEED ONLY BE UNIQUE WITHIN A UNIT. SYSTEM RECORDS ON THE ADP MIS ARE AUTOMATICALLY GENERATED BY THE UPDATE PROGRAM WHENEVER A PREVIOUSLY NON-EXISTENT SYSTEM NUMBER IS ASSIGNED TO A MACHINE.

6.2.3 UNIT RECORDS

AN ADP MIS UNIT IS ESSENTIALLY ANY INDIVIDUAL CUSTODIAL AREA WITH ASSIGNED ADPE. UNIT RECORDS ARE GENERATED AUTOMATICALLY BY THE ADP MIS UPDATE PROGRAM WHENEVER A MACHINE RECORD IS ADDED WITH A PREVIOUSLY NON-EXISTENT UNIT NUMBER.

THE ADP MIS UNIT NUMBER IS DERIVED FROM THE PPS DATA ELEMENT NUMBER 04), ACCOUNTABLE AREA, CONVERTED TO A SINGLE ALPHABETIC CHARACTER, AND THE DATA ELEMENT NUMBER 05), CUSTODIAL AREA. FOR EXAMPLE, CUSTODIAL AREA 488 OF ACCOUNTABLE AREA 01 WOULD BE ADP MIS UNIT A488.

6.2.4 GRAPHIC REPRESENTATION

6.3 ADP MIS ERROR LISTING

SINCE THE ADP MIS UPDATE PROGRAM RECEIVES ONLY THOSE DATA PROCESSED THROUGH THE PERSONAL PROPERTY SYSTEM, SOME INFORMATION REQUIRED FOR UNIT AND SYSTEM RECORDS IS NOT AVAILABLE.

FOR MACHINE RECORDS, IT IS POSSIBLE FOR EACH INDIVIDUAL DATA ELEMENT TO BE VALID, BUT NOT IN COMBINATION WITH OTHER DATA ELEMENTS; FOR EXAMPLE, WITH DEN 53), ACQUISITION SOURCE = 4 (LEASING COMPANY), DEN 52, MACHINE SUPPLIER, MUST BE PRESENT, EVEN THOUGH IT IS CONSIDERED OPTIONAL FOR PURPOSES OF THE PERSONAL PROPERTY SYSTEM EDIT PROGRAM.

THE ADP MIS ERROR REPORT, WHICH IS PRODUCED FOLLOWING EACH MONTHLY PPS-ADP MIS UPDATE, LISTS THE ERRORS FOR EACH RECORD, WHETHER UNIT, SYSTEM, OR MACHINE.

6.3.1 CORRECTION OF MACHINE RECORD ERRORS

ERRORS IN MACHINE RECORDS MUST BE CORRECTED BY CHANGES SUBMITTED THROUGH REGULAR PERSONAL PROPERTY PROCEDURES (NORMALLY USING TRANSACTION CODE 51 OR 77). THE ERRORS LISTED IN THE REPORT INDICATE THE PPS DEN WHICH IS IN ERROR.

6.3.2 CORRECTION OF UNIT AND SYSTEM RECORD ERRORS

ERRORS DETECTED IN UNIT AND SYSTEM RECORDS WILL USUALLY BE CAUSED BY MISSING DATA. USERS WILL BE CONTACTED BY THE PRODUCTION CONTROL SECTION, NATIONAL COMPUTER CENTER, FOR THE INFORMATION NECESSARY TO CORRECT THESE ERRORS.

SECTION III

RUN INSTRUCTIONS

GENERAL INFORMATION:

THERE ARE SEVERAL PROGRAM PROCEDURES SPECIFICALLY DESIGNED FOR USE BY EACH OF THE ACCOUNTABLE OFFICES. THESE PROGRAMS WERE SELECTED AT EPA HEADQUARTERS AS BEING THE ONES MOST FREQUENTLY USED BY PERSONAL PROPERTY ACCOUNTABLE OFFICERS. THESE ARE REFERENCED IN PARA 1.1.2, BELOW. THIS DOES NOT MEAN THAT ADDITIONAL PROCEDURES SHOULD NOT BE DEVELOPED TO PRODUCE UNIQUE REPORTS DATA REQUIRED BY MANAGEMENT, SCIENTIFIC OR OTHER PERSONNEL. SUCH DEVELOPMENT IS ENCOURAGED BY EPA HEADQUARTERS. ASSISTANCE IN DEVELOPING SUCH PROGRAMS IS AVAILABLE BY CONTACTING THE EPA PROPERTY AND SUPPLY MANAGEMENT SECTION, WASHINGTON, D. C.

1. TYPES OF RUNS:

1.1 EDITS, PREVIEWS AND UPDATES.

1.1.A THE EDIT AND PREVIEW PROGRAMS ARE DESCRIBED IN PARAGRPH 5.C, SECTION II, HEREIN. HOWEVER IN BASIC TERMS THE EDIT PROGRAM IS USED TO INSURE THAT THE DATA ACTUALLY TO BE ACCEPTED INTO THE SYSTEM IS CORRECT INSOFAR AS THE ACCURACY OF THE INDIVIDUAL DATA ELEMENTS ARE CONCERNED. THE 'PREVIEW' PROGRAM NOT ONLY PERFORMS THE SAME FUNCTION AS THE 'EDIT' PROGRAM, IT ALSO 'READS' THE ENTIRE MASTER FILE OF THE PERSONAL PROPERTY SYSTEM TO VERIFY THAT THE ITEM TO BE ACTED ON IS IN THE SYSTEM OR TO REJECT IT, IF IT IS NOT. THE 'UPDATE' PROGRAM IS ONLY EXECUTED BY HEADQUARTERS, EPA. THIS PROGRAM 'READS' ALL EPA INPUT DATA AS WELL AS THE ENTIRE EPA MASTER FILE FOR FINAL VERIFICATION THAT THE ITEM TO BE ACTED ON IS IN THE SYSTEM OR TO REJECT IT, IF IT IS NOT. INITIAL, ORIGINAL ENTRIES WILL, OF COURSE, BE ACCEPTED, SUBJECT TO 'EDIT' SPECIFICATIONS. AFTER PERFORMING THIS STEP, INTERNAL PROGRAMMING PLACES VALID DATA ON THE EPA MASTER FILE AND PRODUCES VARIOUS REPORTS DATA USED BY EPA HEADQUARTERS.

THE COMPUTER COST FOR 'EDITING' DATA IS NOMINAL. COSTS FOR EXECUTING A 'PREVIEW' PROGRAM ARE MORE EXPENSIVE. FOR THIS REASON, EACH 'INPUT' STATION WILL BE FURNISHED THE ERROR LISTING PRODUCED BY EXECUTING THE 'UPDATE' PROGRAM BY THE EPA PROPERTY AND SUPPLY MANAGEMENT SECTION. THESE LISTINGS MAY BE USED FOR CORRECTING 'PREVIEW' ERRORS, THUS SAVING FUNDS FOR OTHER USES, IF DESIRED.

1.1.B EDIT PROGRAMS ARE RUN AS FOLLOWS:

1. #ADD PPSM*EDIT-CL. (THIS WILL EXECUTE IMMEDIATELY AND PRINT A LISTING ON YOUR LOW-SPEED REMOTE ENTRY TERMINAL)

OR

2. USERS MAY DEVELOP A BATCH RUN TO PRINT LISTINGS LOCALLY USING A LOW PRIORITY RUN CARD.

1.1.C PREVIEW PROGRAMS ARE RUN AS FOLLOWS:

1. $ADD PPSH*PREVIEW*ECL. (THIS WILL EXECUTE IMMEDIATELY AND PRINT A LISTING ON YOUR LOW-SPEED REMOTE ENTRY TERMINAL)

OR

2. USERS MAY DEVELOP A BATCH RUN TO PRINT LISTINGS LOCALLY USING A LOW PRIORITY RUN CARD.

1.2 MANAGEMENT REPORTS.

1.2.A NINE SELECTED ROUTINE RETRIEVAL REPORTS ARE WRITTEN IN SCORE LANGUAGE AND SHOULD BE MODIFIED TO RETRIEVE REPORTS DATA PERTAINING TO EACH USER'S SPECIFIC ACCOUNTABLE AREA. ALL PROGRAMS ARE EXECUTED BY THE $START COMMAND FROM A LOW-SPEED RJE TERMINAL OR VIA BATCH ENTRY METHOD DEVELOPED LOCALLY. SEE SECTION 4, UNIVERSAL REPORTS GENERATION, PPS*SCOREREPORTS.

1.2.B IN ADDITION TO THE SCORE RETRIEVAL PROGRAMS, THE PERSONAL PROPERTY SYSTEM WILL EXECUTE RETRIEVAL PROGRAMS WRITTEN IN THE IRS LANGUAGE. THIS OFFICE WILL PROVIDE ASSISTANCE IN DEVELOPING SPECIFIC IRS PROGRAMS UPON REQUEST, TEL: (202) 755-2773.

1.2.C TWO PROGRAMS TO ASSIST PROPERTY MANAGEMENT OFFICIALS ARE AVAILABLE BY CONTACTING THE EPA PROPERTY AND SUPPLY MANAGEMENT SECTION. THEY ARE ONLY EXECUTED BY THAT OFFICE.

1. MASS CHANGE OF CUSTODIAL AREAS

THIS PROGRAM WILL TRANSFER ALL ITEMS IN A MAXIMUM OF THREE CUSTODIAL AREAS FROM ONE ACCOUNTABLE AREA TO ANOTHER OR WITHIN THE SAME ACCOUNTABLE AREA. IT IS USED PRIMARILY TO ELIMINATE THE REQUIREMENT FOR PROCESSING NUMEROUS PERSONAL PROPERTY SYSTEM INPUT DATA FORMS (EPA FORM 1748-9) FOR EACH ITEM.

2. DELETION OF A CUSTODIAL AREA

THIS PROGRAM WILL DELETE AN ENTIRE CUSTODIAL AREA FROM THE EPA MASTER RECORD. IT IS GENERALLY USED WHEN A CUSTODIAL AREA IS TO BE DROPPED FROM EPA JURISDICTION OR IN UNIQUE SITUATIONS SUCH AS THE PURIFICATION OF INVENTORIES.

1.2.D SUGGESTED PROPERTY MANAGEMENT PROGRAMS

1. COST OF REPAIRS

THIS IS A LISTING OF EACH PAYMENT MADE TO REPAIR EQUIPMENT. IT SHOULD INCLUDE THE ABBREVIATED NOMENCLATURE OF THE ITEM, MANUFACTURER, MODEL, SERIAL NUMBER, COST OF EACH REPAIR MADE, DATE OF REPAIR AND THE DATE OF THE CALL TO THE CONTRACTOR.

2. GUARANTEES/WARRANTYS

THIS IS A LISTING OF EACH ITEM ACQUIRED WITH A GUARANTEE/WARRANTY CLAUSE. IT SHOULD INCLUDE THE ABBREVIATED NOMENCLATURE, MODEL, SERIAL NUMBER, VENDOR'S NAME, ACQUISITION DOCUMENT NUMBER AND GUARANTEE/WARRANTY EXPIRATION DATE.

1.2.E GENERAL INFORMATION PROGRAMS

1. PERSONAL PROPERTY SYSTEM DOCUMENTATION

THIS IS THE OPERATIONAL PROCEDURE YOU ARE NOW READING. IT IS OCCASIONALLY NECESSARY

TO UPDATE INFORMATION HEREIN DUE TO PROGRAM REQUIREMENTS OR FOR OTHER REASONS, THE LATEST VERSION IS AVAILABLE AT ANY TIME BY SIGNING ON TO THE COMPUTER AND TYPING THE FOLLOWING COMMANDS:

```
@ASG,A PPS*DOC-PPS.

@SYM,U PPS*DOC-PPS.,,,INSERT YOUR PRINTER DESIGNATION
```

2. SPECIAL NOTICES

THIS IS A FILE WHICH IS USED BY THE EPA PROPERTY AND SUPPLY MANAGEMENT SECTION TO DISSEMINATE INFORMATION WHICH IS FELT TO BE OF GENERAL INTEREST TO PERSONAL PROPERTY MANAGEMENT PERSONNEL. EACH ENTRY WILL BE DATED AND THE FILE WILL BE UPDATED PERIODICALLY. THIS FILE MAY BE ACCESSED BY TYPING THE FOLLOWING COMMANDS:

```
@ASG,A PPSH*PPS-NOTICES.

PI
```

3. EPA CATALOG IN NOMENCLATURE SEQUENCE

THIS IS AN ALPHABETICAL LISTING OF ALL ACCOUNTABLE PERSONAL PROPERTY THAT HAS BEEN CATALOGED AND ASSIGNED A NATIONAL STOCK NUMBER AND NOMENCLATURE BY THE GENERAL SERVICES ADMINISTRATION, DEPARTMENT OF DEFENSE OR EPA. IT IS UPDATED ON A CONTINUING BASIS. THE LATEST VERSION MAY BE OBTAINED BY SIGNING ON TO THE COMPUTER AND TYPING THE FOLLOWING COMMANDS:

```
@ASG,A PPSH*PPS-CATNOMEN.

@SYM,U PPSH*PPS-CATNOMEN.,,,INSERT YOUR PRINTER DESIGNATION
```

4. EPA CATALOG BY MANUFACTURER

THIS IS A LISTING BY MANUFACTURER OF ALL ACCOUNTABLE PERSONAL PROPERTY THAT HAS BEEN CATALOGED AND ASSIGNED A STOCK NUMBER AND NOMENCLATURE BY THE GENERAL SERVICES ADMINISTRATION, DEPARTMENT OF DEFENSE OR EPA. IT IS UPDATED ON A CONTINUING BASIS. THE LATEST VERSION MAY BE OBTAINED BY SIGNING ON TO THE COMPUTER AND TYPING THE FOLLOWING COMMANDS:

```
@ASG,A PPSH*PPS-CATMFG.

@SYM,U PPSH*PPS-CATMFG.,,,INSERT YOUR PRINTER DESIGNATION
```

5. LISTINGS OF EXCESS AND SURPLUS ITEMS

THIS IS AN ALPHABETICAL LISTING OF ALL PROPERTY THROUGHOUT THE AGENCY THAT HAS BEEN CLASSIFIED AS EXCESS, SURPLUS, OR "STAND-BY" IN ACCORDANCE WITH FPMR 101-43.4902-1, EPPMR 115-43.101(8) AND EPPMR 115-27.6001. THIS DATA IS UPDATED CONCURRENTLY WITH EACH UPDATE OF THE PERSONAL PROPERTY SYSTEM, THUS THE LISTING IS ALWAYS CURRENT. PERSONAL PROPERTY MANAGEMENT OFFICIALS ARE ENCOURAGED TO ENTER DATA IN THE SYSTEM AS SOON AS POSSIBLE, USING DATA ELEMENTS DESCRIBED IN PARAGRAPHS 1.13 AND 1.14, SECTION I, ABOVE. THE LATEST LISTING IS ALWAYS AVAILABLE BY SIGNING ON TO THE COMPUTER AND TYPING THE FOLLOWING COMMANDS:

```
@ASG,A PPSH*EXCESS.

@SYM,U PPSH*EXCESS.,,,INSERT YOUR PRINTER DESIGNATION
```

6. FIELD NAME DICTIONARIES

THERE ARE TWO FILES WHICH LIST THE FIELD NAMES, STARTING POSITIONS AND LENGTHS OF THE DATA ELEMENTS USED IN THIS SYSTEM. ONE IS FOR USED FOR RETRIEVING DATA PERTAINING TO GOVERNMENT OWNED PROPERTY. THE OTHER IS USED FOR RETRIEVING DATA PERTAINING TO LEASED/RENTED PROPERTY. THESE MAY BE ACCESSED BY TYPING THE FOLLOWING:

A. GOVERNMENT OWNED PROPERTY:

```
*ASG,A PPSH*OWNED-TABLE.

PI
```

B. LEASED/RENTED PROPERTY:

```
*ASG,A PPSH*LEASED-TABLE.

PI
```

1.2.F THE FOLLOWING PROGRAMS ARE EXECUTED BY THE EPA PROPERTY AND SUPPLY MANAGEMENT SECTION ONLY:

DATA SET NAME	PURPOSE
PPSH*UPDATE-ECL.	TO EDIT ALL INPUT TRANSACTIONS, REJECT ERRONEOUS DATA, ACCEPT VALID DATA AND GENERATE A NEW MASTER FILE. PRODUCES ERROR REPORTS; TRANSACTION REPORTS; VOUCHER REGISTERS AND A SUMMARIZED REPORT OF THE DOLLAR VALUE BY EACH ACCOUNTABLE AREA.
PPSH*CAP-GRAPH.	TO PRODUCE SUMMARIZED LISTINGS OF THE TOTAL NUMBERS OF ITEMS AND THEIR TOTAL DOLLAR VALUE BY CUSTODIAL AREA SUB-TOTALS, ACCOUNTABLE AREA TOTALS AND AN AGENCY GRAND TOTAL. ALSO PRODUCES ACCOUNTABLE AREA SUMMARIES, MONETARY AND LINE ITEM DISTRIBUTION LINEAR GRAPHS BY ACCOUNTABLE AREA AND AGENCY GRAND TOTALS.
PPSH*CAP-HISTO.	EXACTLY LIKE CAP.GO.GRAPH PROGRAM, ABOVE, EXCEPT PRODUCES MONETARY AND LINE ITEM DISTRIBUTION COLUMNAR BAR-GRAPHS.
PPSH*CAP-LEASED.	TO PRODUCE SUMMARIZED LISTINGS OF THE TOTAL NUMBERS OF LEASED/RENTED ITEMS AND THEIR TOTAL MONTHLY DOLLAR COST BY CUSTODIAL AREA SUB-TOTALS, ACCOUNTABLE AREA TOTALS AND AN AGENCY GRAND TOTAL.
PPSH*ITEM-STAT.	TO PRODUCE A STATISTICAL PERCENTILE OF LINE ITEMS IN RELATION TO A RANGE OF DOLLAR VALUES BY ACCOUNTABLE AREA AND AGENCY GRAND TOTALS.
PPSH*COST-STAT.	TO PRODUCE A STATISTICAL PERCENTILE OF DOLLAR VALUES IN RELATION TO THE LINE ITEMS BY ACCOUNTABLE AREA AND AGENCY GRAND TOTALS.
PPSH*PCT-STAT.	TO PRODUCE THE STATISTICAL DATA OF THE PERCENT.ITEM AND PERCENT.COST REPORTS IN COMBINATION, RESULTING IN A SINGLE REPORT.
PPSH*DELETE-CUST.	TO DELETE ALL ITEMS WITHIN A SPECIFIC CUSTODIAL AREA AND ACCOUNTABLE AREA FROM THE MASTER RECORD.
PPSH*MASS-CHG-ECL.	TO TRANSFER THE ENTIRE DATA WITHIN A MAXIMUM OF THREE CUSTODIAL AREAS BETWEEN ACCOUNTABLE AREAS OR WITHIN THE SAME ACCOUNTABLE AREA. THIS PROGRAM PRODUCES A DETAILED LISTING OF ALL ITEMS BY ACCOUNTABLE AND

	CUSTODIAL AREAS PLUS THE PROPERTY VOUCHER NUMBERS ASSIGNED TO EACH TRANSACTION.
PPSH*ECL=HQ,GP=ACNT	TO PRODUCE A SUMMARY OF ITEMS WITHIN SPECIFIED FISCAL ACCOUNTING NUMBERS WITHIN SPECIFIED DOLLAR AMOUNTS WITHIN SPECIFIED TIME FRAMES.
PPSH*ECL=HQ,GP=FSC	TO PRODUCE A SUMMARY OF TOTAL ITEMS WITHIN SPECIFIED FEDERAL SUPPLY CLASSES BY QUANTITY AND DOLLAR AMOUNT OF EACH.
PPSH*ECL=HQ,GP=USAGE	TO PRODUCE A SUMMARY OF ITEMS BY SPECIFIED USAGE CODES BY QUANTITY AND DOLLAR AMOUNTS OF EACH.
PPSH*PPS=SPLIT=ECL.	TO 'READ' THE MASTER FILE AFTER THE UPDATE IS EXECUTED AND 'WRITE' FIVE SUB-FILES AS INDICATED IN PARAGRAPH 3, SECTION I, ABOVE.